

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**



**AIR FORCE INSTRUCTION 32-3001**

**10 OCTOBER 2007**

**AIR FORCE DISTRICT OF WASHINGTON**

**Supplement**

**9 DECEMBER 2009**

**Civil Engineering**

**EXPLOSIVE ORDNANCE DISPOSAL (EOD)  
PROGRAM**

---

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at <http://www.e-publishing.af.mil> for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: HQ AFCEA/CEXD

Supersedes: AFI32-3001, 8 October 2004

Certified by: AF/A7CX

(Col Gleason)

Pages: 86

**(AFDW)**

OPR: HQ AFDW A4/7XD

Certified by: HQ AFDW/A/4/7

(Colonel Brian C. Bellacico)

Pages: 16

---

This instruction implements Department of Defense Directive (DoDD) 5101.13, *DoD Executive Agent for the Unexploded Ordnance Center of Excellence (UXOCOE)*, Air Force Policy Directive (AFPD) 32-30, *Explosive Ordnance Disposal*, Air Force Joint Instruction (AFJI) 32-3002, *Interservice Responsibility for Explosive Ordnance Disposal*, and identifies Air Force Explosive Ordnance Disposal (EOD) program requirements. This publication applies to all Active Duty units. This publication applies to all Air National Guard (ANG) and Air Force Reserve Command (AFRC) units. Field activities must send implementing publications to the next higher headquarters functional (EOD) OPR for review and coordination before publishing. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Information Management Tool (IMT) 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through Major Command (MAJCOM) EOD managers. No waivers may be granted for any part of this publication. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afirms.amc.af.mil>. The use of the name or mark of any specific manufacturer,

commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

**(AFDW) AFI 32-3001, 4 October 2007, is supplemented as follows.** This instruction establishes the command management program for Air Force District of Washington (AFDW) Explosive Ordnance Disposal (EOD) flights. It provides the necessary guidance to commanders and EOD personnel to obtain and maintain an EOD capability. This supplement applies to all AFDW and AFDW-gained EOD officers and airmen assigned primary duties as EOD personnel. It applies to Air Force Reserve Command units. Failure to observe prohibitions and mandatory provisions of this instruction by military personnel is a violation of Article 92, *Uniform Code of Military Justice* (UCMJ). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.af.mil/gcss-af61a/afrims/afrims/>. Contact supporting records managers as required. Refer recommended changes or questions regarding this supplement on AF Form 847 to HQ AFDW A4/7XD, 1535 Command Drive, Suite D307, Andrews AFB MD 20762.

### ***SUMMARY OF CHANGES***

This AFI has been substantially revised and restructured and should be carefully reviewed. Major changes were made in the following areas. Publication structure changed to mirror the “A-staff” format; operational parameters of EOD Missions are added. Operational EOD Team structure is changed; responsibilities for technology and modernization are added; guidance for removal from EOD duties and from the EOD flight are added; and updated detailed guidance for response to Level 1 and Level 2 emergencies.

<b>Chapter 1—MANPOWER, PERSONNEL AND ADMINISTRATION / A1</b>	<b>6</b>
Section 1A—Program Responsibilities.	6
1.1. HQ United States Air Force. ....	6
1.2. HQ Air Force Civil Engineer Support Agency (AFCESA). ....	6
1.3. EOD MAJCOM General Responsibilities. ....	8
1.4. MAJCOM-Specific Responsibilities. ....	9
1.5. Installations with EOD flights: ....	14
1.6. EOD Flight Responsibilities: ....	14
1.7. EOD Flight Organization: ....	16
Section 1B—Personnel	16
1.8. Administration of EOD Personnel: ....	16
Section 1C—Manning	19
1.9. Operational manning requirements. ....	19
<b>Chapter 2—INTELLIGENCE, SECURITY, AND SAFETY / A2</b>	<b>21</b>

Section 2A—Intelligence	21
2.1. Intelligence Requirements. ....	21
Section 2B—Security	21
2.2. Personnel Security requirements .....	21
2.3. Physical Security requirements .....	22
Section 2C—Safety Programs	22
2.4. Weapons Safety. ....	22
2.5. Ground Safety Programs. ....	23
<b>Chapter 3—OPERATIONS AND TRAINING / A3</b>	<b>24</b>
Section 3A—Operational Parameters.	24
3.1. General Unexploded Ordnance Response Actions .....	24
3.2. Explosives or Munitions Emergency Response: .....	27
3.3. Planned Support: .....	30
3.4. Contingency, Exercise, and Deployment (CED) Support .....	30
Section 3B—EOD Missions	32
3.5. Mission Areas. ....	32
3.6. Command unique Missions .....	39
3.7. Incident Command System .....	39
3.8. Incident Reporting .....	39
Section 3C—EOD Training	41
3.9. Overview. ....	41
3.10. Responsibilities: .....	41
3.11. Career Field Education and Training Plan (CFETP) 3E8X1. ....	43
3.12. Flight Master Training Plan .....	45
3.13. EOD Advanced Training. ....	47
3.14. Flight Training Participation. ....	48
3.15. Air National Guard (ANG)/Air Force Reserve Command (AFRC) Training: .....	49
Section 3D—Publications	50
3.16. AF EOD CONOPs Development. ....	50
3.17. Technical Order Distribution Office (TODO) Manager .....	50
3.18. FBI Bomb Data Center (FBI BDC). ....	52
3.19. (Added-AFDW) Operating Directives. ....	52

3.20.	(Added-AFDW) Command EOD Program Review. ....	55
3.21.	(Added-AFDW) EOD TEAM EVALUATION AND INSPECTION CRITERIA. ....	55
<b>Chapter 4—LOGISTICS / A4</b>		<b>60</b>
4.1.	Overview. ....	60
4.2.	Equipment Supply Listings (ESL). ....	60
<b>Chapter 5—STRATEGIC PLANS AND REQUIREMENTS / A5</b>		<b>61</b>
5.1.	Air Force Deliberate Planning. ....	61
5.2.	Wing/Installation Contingency and Support Plans. ....	61
5.3.	Plan Sourcing Procedures. ....	61
<b>Chapter 6—SIGNAL AND COMMUNICATIONS / A6</b>		<b>62</b>
6.1.	Home station LMR requirements. ....	62
6.2.	Tactical communications. ....	62
6.3.	COMSEC. ....	62
6.4.	Satellite Communications. ....	62
6.5.	Frequency Management. ....	62
<b>Chapter 7—INSTALLATIONS AND MISSION SUPPORT / A7</b>		<b>63</b>
Section 7A—Facilities		63
7.1.	EOD Facilities Requirements. ....	63
Section 7B—Federal and Civil Support		64
7.2.	Installation Support to Off-Base EOD Response. ....	64
7.3.	EOD Assistance to Civil authorities. ....	64
<b>Chapter 8—PROGRAMS AND FINANCIAL MANAGEMENT / A8</b>		<b>66</b>
8.1.	Civil Engineer Financial Planning and Budgeting. ....	66
8.2.	Cost Center Management (Budgets). ....	66
<b>Chapter 9—ASSESSMENTS, LESSONS LEARNED, AND EXERCISES / A9</b>		<b>67</b>
9.1.	Lessons Learned (LLs) Tracking. ....	67
9.2.	EODP Action Item Process. ....	67
9.3.	Exercise Support and Planning. ....	67
9.4.	Quality Assurance (QA). ....	68
<b>Chapter 10—FORMS MANAGEMENT.</b>		<b>69</b>
10.1.	Forms Prescribed. ....	69

<b>AFI32-3001_AFDWSUP_I 9 DECEMBER 2009</b>	<b>5</b>
<b>ATTACHMENT 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>70</b>
<b>ATTACHMENT 2—MEMORANDUM OF UNDERSTANDING (MOU)BETWEEN{INSERT BASE NAME} AIR FORCE BASE AND{INSERT STATE DEPARTMENT OF ENVIRONMENTAL QUALITY TITLE}</b>	<b>80</b>
<b>ATTACHMENT 3—EOD EMERGENCY RESPONSE GUIDANCE 106</b>	<b>85</b>
<b>ATTACHMENT 4—SPACE REQUIREMENTS FOR THE EOD FACILITY</b>	<b>86</b>

## Chapter 1

### MANPOWER, PERSONNEL AND ADMINISTRATION / A1

#### *Section 1A—Program Responsibilities.*

**1.1. HQ United States Air Force.** AF/A7CXR overall responsibilities and authorities are outlined in AFPD 32-30, Explosive Ordnance Disposal.

1.1.1. Appoint a qualified EOD officer to serve as EOD Action Officer to develop EOD policy; allocate resources, plan, program, and budget. Collaborates with HQ AFCESA/CEXD to support inter-service and inter-agency affairs; providing oversight of the AF EOD Program; managing EOD personnel wartime and peace time mission taskings.

1.1.2. Appoint a qualified EOD officer to serve as the EOD Program Board Action Officer.

1.1.3. Provide representation to Air Staff, DoD, and Joint EOD and Improvised Explosive Device Defeat organizations (e.g. Joint Improvised Explosive Device Defeat Organization, Combating Terrorism Technology Support Office, Air Force Improvised Explosive Device Defeat Task Force).

1.1.4. Provide a qualified officer to serve as the Air Force focal point to Air Staff, DoD, and Joint Counter Radio-Controlled Improvised Explosive Device Electronic Warfare (CREW) organizations and efforts.

1.1.5. Coordinates support for the Unexploded Ordnance Center of Excellence (UXOCOE) per DoDD 5101.13, *DoD Executive Agent for the Unexploded Ordnance Center of Excellence (UXOCOE)*. Arranges representation and subject matter experts for mission specific tasks through EOD technology agencies such as the Air Force Research Laboratory, Force Protection Branch (AFRL/MLQF), Detachment 63 (Det 63), 688<sup>th</sup> ARSS, HQ AFMC/A7CX, and HQ ACC/A7XE.

**1.2. HQ Air Force Civil Engineer Support Agency (AFCESA).** HQ AFCESA, Contingency Support Directorate (CEX) responsibilities and authorities are outlined herein:

1.2.1. Manages EOD program to meet Air Force and Department of Defense (DoD) objectives. The EOD Division (CEXD) within CEX works closely with AF/A7CXR, major command (MAJCOM) EOD managers, Joint Service EOD, and government and civilian agencies to develop program guidelines, operational concepts, and manpower standards.

1.2.2. Manages, together with AF/A7CXR, the EOD Panel (EODP) as chartered by the CE Readiness Board. The EODP structure, purpose, and operative functioning are outlined in the EODP Charter.

1.2.2.1. The EODP meets semiannually and has four authorized subcommittees which meet as required. They are the Policy and Programs, Operations, Training, and Equipment subcommittees.

1.2.2.2. Four EOD working groups support the EODP; they are the Equipment Working Group (EWG), the Utilization & Training Workshop (U&TW), the Large Range Working Group (LRWG) and the Nuclear Program Working Group (NPG).

1.2.2.3. Action items generated from EOD subcommittee, working group, and panel meetings are managed according to paragraph 9.1.

1.2.3. Develops and maintains the Air Force EOD strategic and business plans, and posts these plans on the EOD Community of Practice (CoP) (<https://afkm.wpafb.af.mil/ASPs/CoP/EntryCoP.asp?Filter=OO-EN-CE-49>)

1.2.4. Coordinates force protection EOD requirements and support with MAJCOMs. Focal point for all EOD-related Improvised Explosive Device (IED), Weapons of Mass Destruction (WMD), and Chemical, Biological, Radiological, Nuclear, and High-Yield Explosives (CBRNE) issues.

1.2.5. Attends conferences and meetings such as the Munitions Buy Budget, Forecast, Allocation, and Global Asset Positioning Conferences as the Air Staff representative.

1.2.6. Responsible for coordinating user requirements and assisting MAJCOMs, 688<sup>th</sup> Armament Support Squadron (ARSS) at Eglin AFB, FL, and Detachment 63, at Indian Head, MD in developing and defining Air Force-only EOD system requirements.

1.2.6.1. Provides allowance standard (AS) authorizations and bed-down plans for new equipment and resources entering the field.

1.2.6.2. Provides assistance to Program Office modernization efforts with direct contact and coordination with MAJCOM and flights as required.

1.2.7. Provides EOD unit type code (UTC) availability inputs to the Aerospace Expeditionary Forces (AEF) Center for inclusion in the AEF Time-Phased Force and Deployment Data (TPFDD) libraries. Develops input (based on lessons-learned and other operational factors) to the WMP Volume I (WMP-1), Annex S, Appendix 9 (EOD).

**Note:** WMP Volume 3, Part 2, containing the Air Force World-wide UTC Summary (AFWUS) has been terminated. The list of combat and support forces, by UTC and location, available to the war-planners and combatant commanders, now comes from the AEF TPFDD libraries.

1.2.8. Develops and publishes the Air Force EOD equipment and supplies listing (ESL), AF Catalog (AFCAT) 21-209 ([www.e-publishing.af.mil/pubfiles/af/21/afcat21-209v2/afcat21-209v2.pdf](http://www.e-publishing.af.mil/pubfiles/af/21/afcat21-209v2/afcat21-209v2.pdf)), *Demolition Munitions*, and all AF EOD mission Concepts of Operation (CONOP) (Available on the AF EOD Program Management CoP at <https://afkm.wpafb.af.mil/ASPs/CoP/EntryCoP.asp?Filter=OO-EN-CE-49>).

1.2.9. Serves as Air Force focal point for EOD training matters.

1.2.10. Manages Air Force EOD manpower programs (civilian and military). Develops utilization parameters for government-civilian and contracted EOD duties.

1.2.11. Manages the Automated Civil Engineer System – EOD (ACES-EOD). Ensures the ACES EOD database and other historical archives of EOD reports are maintained in accordance with the Air Force Records Disposition Schedule at <https://afrims.amc.af.mil>. Maintains the permanent records for all EOD response data in the ACES archives.

1.2.12. Forwards reports of actual CONUS IED incidents to the Federal Bureau of Investigation Bomb Data Center (FBI BDC) and Alcohol, Tobacco and Fire Arms Arson and Explosives National Repository Branch (ATFAENRB).

1.2.13. Manages EOD range clearance guidance and procedures, co-chairs the *Large Range Working Group* (LRWG), and provides advice on closed, transferred, and transferring range activities through the Range Division at HQ Air Force Center for Environmental Excellence (HQ AFCEE).

1.2.14. Sits on the review board for the Deputy Under Secretary of Defense for Environmental Security (DUSD(ES)) Strategic Environmental Research & Development Program (SERDP) and Environmental Security Technology Certification Program (ESTCP) Unexploded Explosive Ordnance (UXO)/Range Committee.

1.2.15. Provides liaison to the AF Safety Center (AFSC) for areas relating to EOD (e.g., range operations, intentional detonations, UXO recovery, and explosives or munitions emergency response).

1.2.16. Responsible for central-funding, standardization, and management of EOD-specialized and UTC-tasked Vehicles.

### **1.3. EOD MAJCOM General Responsibilities.**

1.3.1. Manage and standardize command EOD programs:

1.3.1.1. Act as the focal point for foreign technology support.

1.3.1.2. Work with the National Guard Bureau and HQ Air Force Reserve Command (AFRC), command-gained Air National Guard (ANG), and AFRC EOD flights.

1.3.1.3. Request help from other MAJCOMs as needed.

1.3.1.4. Provide EOD teams to support Force Protection missions in command Area of Responsibility (AOR).

1.3.1.5. Coordinate AOR Force Protection EOD support requirements with the MAJCOM and the 820 Security Forces Group (SFG) United States Air Force SFG.

1.3.1.6. Ensure flights use team chief's guides and applicable EOD technical orders during operations. Team chief guides will mandate second-person verification of positive ordnance identification. This will be reinforced during MAJCOM staff assistance visits and through the Inspector General's office.

1.3.1.7. Prepare the flight's Designed Operational Capability (DOC) statements.

1.3.1.8. Monitor SORTS to identify problems and determine possible solutions.

1.3.1.9. Coordinate support for VIPPSA activities with flights.

1.3.1.10. For operational ranges under EOD control (training, disposal, or proficiency), ensure permanent records are maintained of the coordinates of all areas known or suspected of containing unexploded ordnance (UXO). Installation master plans or range maps shall be used to document such areas.

1.3.2. Consult other EOD MAJCOM managers or the EOD System Program Office (SPO) before turning in EOD tools or equipment to Base Supply. Support Air Force Materiel Command (AFMC) requirements to validate and verify EOD procedures, tools, and equipment.



1.3.3. Analyze contingency threats; identify shortfalls between needed and standing EOD capabilities, and coordinate draft Initial Capabilities Document (ICD) and requirements documents Capability Development Document (CDD) and Capability Production Document (CPD) and Notional Concepts with HQ AFCESA/CEXD in coordination with HQ ACC/A7XE.

1.3.4. Review EOD incident reports originating within the command and correct any reported deficiencies. Finalize all reports using ACES within five working days (15 days for range clearance reports). Forward significant reports to HQ AFCESA/CEXD using the “AFCESA Interest Report (AIR)” button.

1.3.5. Ensure subordinate flights comply with Federal, state, and host nation Environmental Protection Agency (EPA) requirements.

1.3.6. Identify AFRC and ANG continental United States sustainment support requirements.

1.3.7. Approve preliminary EOD procedures for initial operational testing and evaluations (IOT&E) when existing data does not provide procedural guidance. Send copies of these procedures to: 688 ARSS, Aeronautical Systems Center (ASC), Detachment 63, 2008 Stump Neck Road, Indian Head MD 20640-5099, after completion of the test (corporate email box: [det63\\_military@jeodnet.mil](mailto:det63_military@jeodnet.mil)).

1.3.8. Submit training requirements to HQ Air Education and Training Command (AETC), using AF IMT 403, *Request for Special Technical Training*.

1.3.9. Establish an EOD Flight physical fitness program, IAW AFI 10-248, *Fitness Program*, with activity a minimum of three times a week, within duty hours, to maintain individual strength, stamina, and aerobic capacity at a level appropriate for the EOD mission.

1.3.10. Assist EOD Flights in prioritizing mission-support during periods of *Break-the-Flight* manning, and assist with obtaining manning assistance (See paragraph 1.9).

1.3.11. Ensure flight's follow guidance for the use of non-military EOD support: Contracted and government civilian flight-level EOD support is limited to only administrative and logistic support functions. Non military EOD personnel will not participate on operational teams or missions, nor will they be assigned in flight management positions.

#### **1.4. MAJCOM-Specific Responsibilities.**

##### **1.4.1. Air Combat Command (ACC):**

1.4.1.1. Establishes, documents, and advocates Combat Air Forces (CAF) EOD equipment modernization requirements, and ensures requirements (deficiencies) are identified and included in the Agile Combat Support (ACS) Capability Plan (CP)

1.4.1.1.1. Serves as the CAF EOD technical leader in developing, coordinating, and staffing CAF EOD requirements documentation to support the modernization process. Advocates for CAF EOD equipment modernization funding.

1.4.1.1.2. Lead Command for EOD equipment modernization, coordinates with other MAJCOM EOD managers to ensure all Air Force EOD equipment modernization needs are addressed in the ACS Capability Plan.

1.4.1.2. Provides EOD support for the continental United States (CONUS) nuclear weapon accident or incident Response Task Force (RTF).

1.4.2. Air Mobility Command (AMC):

1.4.2.1. Serves as focal point for EOD Eagle Flag exercises at the Air Mobility Warfare Center.

1.4.2.2. Provides EOD support to primary CONUS mortuary facilities.

1.4.3. Air Force Materiel Command (AFMC):

1.4.3.1. Staffs and coordinates AFMC EOD operational requirements on EOD matters for Air Base Systems, and Air Force technical support to the joint service EOD program and provides oversight for operational EOD divisions and flights.

1.4.3.2. Coordinates the development of EOD technology when the Air Staff or DoD Joint Service EOD Program Board gives that responsibility to AFMC. This implements service component responsibilities in DoDD 5160.62, *Single Manager Responsibility for Military Explosive Ordnance Disposal Technology and Training*.

1.4.3.2.1. 688<sup>th</sup> Armament Systems Squadron (ARSS), Eglin AFB, FL: Integrates management of EOD Research, Development, and Acquisition (RDA) programs when directed by the Air Force Program Executive Officer for Weapons (AFPEO/WP).

1.4.3.2.2. Detachment 63 (Det 63), 688<sup>th</sup> ARSS, (Air Force Technical Detachment supporting Joint Service EOD efforts):

1.4.3.2.2.1. Includes Air Force EOD procedures, tools, equipment, and training devices during weapon systems and subsystems development.

1.4.3.2.2.2. Provides a senior service member as Air Force representative to the DoD EOD Military Technical Acceptance Board (MTAB), which has approval authority for all joint service EOD tools, equipment, and procedures.

1.4.3.2.2.3. Oversees Air Force involvement in Joint Service EOD technical orders and Joint Service EOD equipment from acquisition through deactivation and retirement of all weapon systems.

1.4.3.2.2.4. Manages all Air Force EOD technical data and oversees the development of hardware requirements for Air Force weapons systems undergoing acquisition or product improvement.

1.4.3.2.2.5. Reviews all new or altered United States munitions designs or new applications of existing designs to ensure that adequate EOD render safe procedures are available.

1.4.3.2.2.6. Manages all Air Force 60-series non-nuclear Technical Order (TO) accounts.

1.4.3.2.2.7. Represents the Air Force for Joint Service EOD technical issues and EOD intelligence matters such as (but not limited to): Non-nuclear Munitions Safety Board (NNMSB) and Joint Captured Material Exploitation Center (JCMEC). Assists HQ AFCEA/CEXD when requested to support the

Department of Defense Explosives Safety Board (DDESB) and American, British, Canadian, Australian (ABCA) agreements.

1.4.3.2.2.8. Represents the Air Force during Joint Service Render Safe Procedures (RSP) validation/verification testing of EOD tools, equipment, and procedures. They are EOD OPR for RDT&E project code 6.1, 6.2, and 6.3 funds (unless the item is a robotic platform – 6.3 modernization is a HQ ACC program). They are also responsible for the joint Notional Concept program.

1.4.3.2.2.9. Provides Air Force EOD personnel for munitions disassembly/intelligence gathering operations at Naval EOD Technology Division (NAVEODTECHDIV).

1.4.3.2.2.10. Provides the primary Air Force EOD representative to the Technical Support Working Group (TSWG). If unable to attend TSWG meetings, Det 63 will coordinate attendance by HQ ACC/A7XE or AFCESA/CEXD.

1.4.3.2.2.11. Establishes and maintains liaison with the National Air Intelligence Center (NAIC), and other threat agencies, as appropriate to provide threat assessment documents for EOD programs. Provides up-to-date-threat products that meet user and acquisition community needs.

1.4.3.3. Through the Nuclear Weapons Center, 708<sup>th</sup> Nuclear System Squadron (708 NSS), provides nuclear weapons integration and special weapons management to the AF EOD program. The EOD representative at the 708 NSS is responsible for the following:

1.4.3.3.1. Publishes joint DoD and Department of Energy (DOE) nuclear EOD documents (see TO 11N-1-1, *Joint Nuclear Weapons Publication System Operating Procedures, Specifications, and Standards*). Manages, coordinates changes, and publishes/distributes the nuclear 60N-series EOD technical publications and EOD nuclear weapon training aids. Ensures necessary information regarding required EOD actions, weapon hazards, and classified component recovery is included.

1.4.3.3.2. Monitors development of nuclear weapons through the entire weapon life cycle and writes and reviews weapon characteristics relative to AF EOD community for all nuclear weapons.

1.4.3.3.3. Represents the Air Force EOD community to the DOE and its national laboratories. Participates in Joint DoD and DOE EOD working groups and exercise planning groups, to include assisting with field evaluation and verification of EOD procedures.

1.4.3.3.4. Coordinates with military liaison offices at the national laboratories to ensure information on maintenance alterations and weapons system updates are sent to MAJCOM EOD staffs via electronic mail.

1.4.3.3.5. Acts as focal point for HQ AFMC and HQ AFCESA on issues relating to authorization, requisition and distribution of DOE designed military spares, support and handling equipment supporting Air Force nuclear mission. Provide MAJCOMs assistance as required.

1.4.4. Air Force Special Operations Command (AFSOC):

1.4.4.1. Manages EOD teams and identifies personnel to support Joint and Air Force Special Operations.

1.4.4.2. Coordinates EOD support for the HQ USAF Special Operations School.

1.4.5. Air Force Space Command (AFSPC):

1.4.5.1. Supplies a trained launch vehicle EOD team to Air Force launch facilities.

1.4.5.2. Approves preliminary EOD procedures for all vehicles launching from any US national launch facility.

1.4.5.3. Provides EOD support for the CONUS nuclear weapon accident or incident Regional Response Force (RRF).

1.4.6. Air Education and Training Command (AETC):

1.4.6.1. 366<sup>th</sup> Training Squadron:

1.4.6.1.1. Trains specialized EOD technical personnel to meet Air Force requirements.

1.4.6.1.2. Assigns an Air Force member to the Technical Training Acceptance Board (TTAB).

1.4.6.1.3. Develops, formally reviews, and coordinates EOD training curricula for Phases I and II of the Basic EOD Qualification, Air Force EOD 7-Level Craftsman Course, and Advanced EOD Training Courses.

1.4.6.1.4. Coordinates with ASC Detachment 63 to promptly procure new Air Force (single service) equipment, tools, and training devices for Air Force use at Naval School EOD (NAVSCOLEOD).

1.4.6.1.5. Appoints a qualified EOD staff member as the career development course (CDC) technical writer and ensures only graduates of NAVSCOLEOD receive the EOD CDC.

1.4.6.1.6. Assists HQ AFCESA with Interservice Training Review Organization (ITRO) issues.

1.4.6.2. 342d Training Squadron:

1.4.6.2.1. Develops and administers EOD training curriculum for the EOD Preliminary Course based on input from the AF Career Field Manager (CFM), career field, and Eglin Naval EOD School.

1.4.6.2.2. Provides and advocates for resources for the EOD Preliminary Course.

1.4.6.2.3. Indoctrinates and evaluates prospective EOD applicants to determine potential for successful completion of the Basic EOD Qualification Course.

1.4.6.2.4. Provides necessary training to prime prospective EOD applicants for advancement to the Basic EOD Qualification Course.

1.4.6.2.5. Trains, evaluates potential, and prepares prospective EOD applicants for advancement to the Basic EOD Qualification Course.

1.4.6.2.6. Develops, formally reviews, and coordinates EOD training curricula for the EOD Preliminary Course.

1.4.7. Pacific Air Forces (PACAF) and US Air Forces in Europe (USAFE):

1.4.7.1. Designate EOD flights as members of the Service Response Force (SRF) for theater nuclear weapons.

1.4.7.2. Provide country clearance guidance to EOD teams as required of foreign governments and the Department of State (DOS).

1.4.7.3. Provide guidance and oversight for EOD curriculum at command contingency training sites.

1.4.7.4. Provide Base Denial training to CE Prime Beef teams per AFI 10-210, *Prime Base Engineer Emergency Force (BEEF) Program*.

1.4.7.5. Supports Joint POW/MIA Accounting Command (JPAC) missions (PACAF only).

1.4.7.6. Supports USEUCOM taskings for humanitarian/mine action programs (HMA) (USAFE only).

1.4.8. Air Force District of Washington (AFDW):

1.4.8.1. Provide EOD support to Air Force One at Andrews AFB.

1.4.8.1. **(AFDW)** AFDW EOD coordinates on all 3rd party requests to conduct training, test equipment, support operations outside the EOD mission, etc. that requires use of EOD assets and personnel.

1.4.8.2. Provide AF EOD support to Headquarters Joint Task Force National Capital Region (HQ JTF-NCR)

1.4.8.2. **(AFDW)** Provide EOD support for theater operations based on the Time Phase Force Deployment List (TPFDL) and notifies HQ AFDW 7XD of shortfalls.

1.4.8.3. **(Added-AFDW)** Approve or disapprove waivers or changes to this supplement.

1.4.8.4. **(Added-AFDW)** Schedule EOD conferences and workshops at least every 18 months, to discuss and plan actions on EOD related issues.

1.4.8.5. **(Added-AFDW)** Provide exercise planning for EOD participation in AOR.

1.4.8.6. **(Added-AFDW)** Monitor availability of all command mobility, training, and operational munitions.

1.4.8.7. **(Added-AFDW)** Provide expertise and oversight (if necessary) during clearances of excess property contaminated with ordnance.

1.4.9. Air Force Reserve Command (AFRC):

1.4.9.1. Maintains Reserve EOD forces to support Air Force contingency/wartime mission requirements.

1.4.9.2. Coordinates augmentation of active duty forces to meet operational requirements; e.g. range clearance, VIP missions, and sustainment during active duty deployments.

#### 1.4.10. Air National Guard (ANG):

1.4.10.1. Maintains ANG EOD forces to support gaining command mission requirements.

1.4.10.2. Coordinates augmentation of active duty forces to meet operational requirements; e.g., range clearance and sustainment during active duty deployments.

### 1.5. **Installations with EOD flights:**

1.5.1. Identify specific activities requiring EOD standby after normal duty hours and establish EOD team contact procedures.

1.5.1.1. **(Added-AFDW)** EOD flight will maintain a 24-hour standby capability. Flight leaders will determine when in-shop standby is required.

1.5.2. Provide Secure Internet Protocol Router Network (SIPRNET) access within the EOD facility. SIPRNET is required for ACES reporting and access to EOD emergency response files, which in turn is required to fulfill DoD-directed IED statistical analysis and environment-related data analysis on UXO response and destruction.

1.5.3. EOD personnel are not exempt from additional duties (e.g., bay orderly); however, commanders should limit EOD personnel involvement in additional duties if the duties will negatively affect individual proficiency and team capabilities. EOD will not be included in programs such as Security Forces augmentation program, escort programs, READY program, and other Squadron duties requiring constant maintenance/monitoring.

1.5.3.1. **(Added-AFDW)** EOD technicians require extensive certification, reoccurring and ancillary training to stay current on EOD emergency response procedures. Because of this EOD personnel will not be assigned to full or part-time additional duties that interfere with their primary mission as described in this instruction and supplement.

1.5.4. Commanders over EOD flights are encouraged to participate in the following EOD activities:

1.5.4.1. Receive an EOD mission briefing within 90 days of arrival.

1.5.4.2. Attend the EOD VIP course at Eglin AFB, FL as soon as possible after arrival.

1.5.4.3. View an EOD demolition or emergency response operation every 6 months.

### 1.6. **EOD Flight Responsibilities:**

1.6.1. Train and equip personnel to support the Air Force EOD mission.

1.6.1.1. **(Added-AFDW)** All AFDW EOD personnel will obtain an official (red) passport for performance of official duties and to support special mission taskings as directed by HQ AFDW A4/7XD.

1.6.2. Maintain a technical orders library of all required EOD and equipment publications.

1.6.3. Destroy explosive ordnance (EO) according to all local, state, Federal, and host nation environmental, health, and safety requirements. To facilitate off-base emergency response actions, EOD Flights should establish, in coordination with the installation environmental offices, a Memorandum of Understanding (MOU) with their State agency responsible for environmental quality. See Attachment 2 for a sample MOU.

1.6.4. Prior to performing EOD procedures, response teams must positively identify and verify all ordnance in EOD technical data. If no technical data exists for the item in question, then other means will be used to identify ordnance. For example: x-rays can help identify what type of filler is inside the ordnance and the type of fuzing. There are two resources for ordnance information:

1.6.4.1. Requests for information to aid in identification of unknown ordnance can be sent to the NAVEODTECHDIV thru Det 63 (1-301-744-6824, DSN 354).

1.6.4.2. The Technical Support Center (TSC) is available at 1-877-EOD INFO (1-877-363-4636) or you may submit a request for information (RFI) via the TSC SIPRNET web page, <https://tsc.jeodnet.smil.mil> or via email at [TSC@jeodnet.mil](mailto:TSC@jeodnet.mil).

1.6.5. Perform initial on-site detection and point detection at the assumed source for known CBRNE materials during IED, suspect package, bomb threat and munitions responses when CBRNE hazards are indicated. CE Readiness will perform any follow-on support for CBRNE detection necessary after explosive hazard is negated. May perform gross decontamination on munitions and IEDs after they are rendered-safe and leak-sealed.

1.6.6. Support Federal and Joint Service EOD taskings (i.e., United States Secret Service (USSS), VIP protection teams, and Joint POW/MIA Accounting Command taskings) and issue official passports to each EOD individual.

1.6.7. Ensure personnel meet the requirements for demolition duty pay and document monthly qualifications.

1.6.8. Provide Explosive Ordnance Reconnaissance (EOR) training to base populace when directed by AOR specific directions.

1.6.9. Issue to all EOD personnel the personal retention items identified in the EOD Individual Equipment ESL and account for non-returnable items during permanent change of station (PCS) transfers.

1.6.10. Use team chief's guides and EOD TOs on all EOD operations.

1.6.11. Provide 24/7 standby after normal duty hours and EOD team contact procedures to EOD MAJCOM, Command Post and installation leadership as required.

1.6.12. Participate to the fullest extent in Anti-Terrorism (AT) and Force Protection (FP) programs.

1.6.13. Prepare flight budgets. Ensure the flight's operational and training budget needs are identified and submitted for inclusion in the parent-unit budget (See paragraph 8.1).

1.6.14. Ensure emergency notification procedures (e.g., command post or other agency checklists) include the installation legal and public affairs offices when responding off base. Include the installation legal and public affairs offices in notification of all routine requests for EOD assistance to civil authorities.

1.6.14.1. **(Added-AFDW)** Provide routine and emergency EOD support to the home base, support bases, and special mission taskings assigned by HQ AFDW A4/7XD. Agencies needing assistance will make routine support requests directly to the EOD flight. Request emergency support through wing command post channels. Emergency support requirements for EOD response to an accident or incident are defined in this

instruction and supplement; AFJI 32-3002, Interservice Responsibility for Explosive Ordnance Disposal; and applicable DOD Directives.

1.6.15. **(Added-AFDW)** Provide EOD operational assistance to HQ AFDW 7XD when requested.

1.6.16. **(Added-AFDW)** Offer and provide an EOD mission briefing to the host and any supported installation wing and support group commanders. Offer this briefing within 90 days of receiving a new wing or support group commander. The briefing will cover as a minimum: mission statement, flight manpower, operations tempo, equipment/vehicles, annual flight training requirements, and current initiatives.

### **1.7. EOD Flight Organization:**

1.7.1. Wartime/contingencies EOD flight force structure and mission capabilities are outlined in the WMP-1, Annex S, Appendix 9.

1.7.2. Peacetime EOD flights are organized functionally and will have the following minimum areas.

1.7.2.1. Flight Management and Quality Assurance.

1.7.2.2. Operations and Scheduling.

1.7.2.3. Training.

1.7.2.4. Technical Administration.

1.7.2.5. Logistics (Supply & Equipment).

### ***Section 1B—Personnel***

### **1.8. Administration of EOD Personnel:**

1.8.1. Qualifications. EOD Personnel must meet the requirements in the Officer Classification Directory and Enlisted Classification Directory respectively, and must be assigned to a valid EOD position on a Unit Manning Document (UMD) to perform EOD duties.

1.8.2. Proficiency. EOD personnel must maintain competency in all aspects of the EOD mission. Completion of the minimum training requirements listed in the 3E8X1 Career Field Education Training Program (CFETP), Section G; *AF EOD Standard Training Package*, is required to maintain proficiency.

1.8.3. Removal from EOD duties and the EOD flight. Because of the nature of EOD duties (working with live explosives and providing protective support to Presidential and State Department personnel), Airmen may be removed from EOD duties and the flight when their reliability and judgment are called into question. Removal from EOD duties by itself is neither an adverse personnel action nor the basis for disciplinary action. When making a removal determination, the issue is not an individual's guilt or innocence of a particular offense. It is not necessary to complete an investigation, take disciplinary action, or to complete other personnel actions before determining to remove an individual from EOD duties.



1.8.3.1. Removal may be appropriate based on a single serious incident or habitual minor incidents, reflecting behavior that is inconsistent with military standards and raises questions about an individual's reliability and judgment. Any of the following may result in suspension of duties and/or removal from the flight.

1.8.3.1.1. Any alcohol-related incident, alcohol abuse, or alcohol dependency.

1.8.3.1.2. Significant delinquent financial obligations.

1.8.3.1.3. Negligence or delinquency in performing duties that reveals a lack of dependability, flexibility, good attitude or good judgment.

1.8.3.1.4. Arrest or conviction by a military or civilian court, or non-judicial punishment action, of a serious offense, including both felonies and misdemeanors, or involvement in a serious incident or pattern of behavior or conduct that is reasonably indicative of a contemptuous attitude toward the law or other duly constituted authority.

1.8.3.1.5. Any significant physical or medical condition determined to be prejudicial to reliable performance of EOD duties.

1.8.3.1.6. Poor attitude or lack of motivation as evidenced by aberrant or irrational behavior, inappropriate behavior or mood.

1.8.3.1.7. Failure to maintain a proper grade/skill relationship.

1.8.3.2. Establishment of a Security Information File or suspension of access to classified information will result in temporary removal from EOD duties and the flight. Revocation of security clearance eligibility will result in disqualification from EOD duties and removal from the flight.

1.8.3.3. When the conditions described in section 1.8.3.1 occur, commanders may take the following actions:

1.8.3.3.1. Temporary removal from duties and the EOD Flight. Immediately suspend an individual for up to 180 days in order to determine whether, given the nature of the incident(s), the individual's reliability and judgment meet the standards for reinstatement to EOD duties.

1.8.3.3.2. Permanent disqualification of an individual from EOD duties. Situations such as the following are grounds for permanent disqualification: confirmed drug abuse, a diagnosis of alcohol dependence, pending involuntary discharge or removal for cause, a diagnosed psychiatric disorder that interferes with member's ability to perform military duties, imposition of non-judicial punishment, pending court-martial charges and/or conviction, pending civilian criminal felony or misdemeanor charges and/or conviction. Commanders should seek legal advice before permanently removing an individual from EOD duties.

**Note:** Permanent disqualification of an individual from EOD duties may include removal of the EOD qualification duty badge. Submit recommendations for removal through EOD MAJCOM functional staff to HQ AFCEA/CEXD for determination.

1.8.3.3.3. Reinstatement. A commander may request reinstatement of an individual's qualification for EOD duties provided the reason or condition of the permanent

disqualification no longer exists. Forward all requests for reinstatement to HQ AFCESA/CEXD. The request will include chain of command recommendations and all documentation that substantiated the permanent disqualification and documentation that supports the opinion that the condition or reason no longer exists.

1.8.3.4. Appeal. An individual may appeal a permanent disqualification. Individuals must provide a written request for an appeal with rationale. Forward all appeal requests to HQ AFCESA/CEXD for approval or disapproval. The request will include chain of command recommendations and all documentation that substantiated the disqualification determination.

1.8.4. Interruption in EOD duties. EOD Personnel must reaccomplish the basic EOD course when they have been assigned 48 months or longer in a non-EOD position or if there is a 36-month or longer break in service. Under extenuating circumstances (i.e., if special EOD training or operations were accomplished during that time), this requirement may be fulfilled if the individual can be recertified on all CFETP Core Tasks (commensurate with grade/skill level), and attend the Advanced IED Defeat course.

1.8.4.1. For active duty forces the AF EOD Career Field Manager, in consultation with the responsible MAJCOM, has waiver authority for this requirement on a case-by-case basis.

1.8.4.1.1. The individual's prior service EOD history will be evaluated to ensure the individual is qualified for EOD duties, meets criteria listed in Officer/Enlisted Classification Directory, and meets Air Force Quality Standards.

1.8.4.1.2. Waiver authority for ARC forces is delegated to the ARC EOD Functional Managers.

1.8.5. Re-training: EOD cannot accept enlisted Airmen above the rank of SSgt for retraining without case-by-case approval of the EOD Career Field Functional Manager. EOD operations require experienced technical leadership.<sup>1</sup>

1.8.6. Incentive Pay. This section outlines service component requirements in compliance with DoD 7000-14-R, *DoD Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures – Active Duty and Reserve Pay*.

1.8.6.1. EOD personnel in a valid EOD position receiving demolition pay must document monthly qualifications.

1.8.6.2. During periods of deployments and at locations where monthly qualification is not possible, MAJCOM functional managers may temporarily waive this requirement. See paragraph 3.11.1.2.

---

<sup>1</sup> Limiting re-training to E-5s provides for an approximate 10 year experience/growth into flight management and team leadership; additionally, it parallels requirements for civilian supervision of explosive operations (DDESB technical paper 16) and US Army EOD TTP that calls for E-6 squad leaders.

## Section 1C—Manning

### 1.9. Operational manning requirements.

1.9.1. Deployment coding. All EOD flight members will be coded DWS or DXS. Ten positions (20 positions for large range flights at Eglin, Hill, Luke, and Nellis AFBs) on each EOD flight UMD will be coded DXS, all others will be coded DWS. All AF EOD instructors (NAVSCOLEOD and Silver Flag) will be coded DXX. EOD Staff positions at HAF, AFCESA, MAJCOM and Det 63 will be coded DXS. All other EOD positions not addressed in this paragraph will be coded DXS. This paragraph does not apply to joint or classified EOD positions.

1.9.2. Manpower Standard and Unit Personnel Management Roster (UPMR). The Air Force Manpower Standard (AFMS) for AF EOD is AFMS 44ED (<https://www.afma.randolph.af.mil/orgunits/MAS/AFMS/index.asp>). It is a peacetime manning standard that structures our forces aligned with logical peacetime mission areas to support Homeland Defense and preparation for contingency support.

1.9.3. EOD Flight Posturing. EOD Flights are primarily structured as large-range flights (60 personnel), large force-projection flights (24 personnel), and small force-projection flights (18 personnel).

1.9.3.1. USAF EOD minimum *Sustainable* manpower. Ten personnel, 20 at large range flights, are required to meet all mission area requirements identified in AFD 32-30, *Explosive Ordnance Disposal*. This provides sufficient manpower structure to 1) maintain missions for an indefinite period of time; 2) provides the proper leadership & mentoring; 3) and maintain required training proficiency. Manpower includes: two 3-person teams, two supervisors and two operations personnel. Up to four of these personnel can be available to support VIPPSA and RST missions. The additional 10 personnel at Large range flights are required to maintain emergency response for range operations. Support for scheduled range clearances, as outlined in AFI 13-212, *Range Planning and Operations, Volume 1*, will require manning augmentation from other EOD flights.

1.9.3.2. USAF EOD minimum *Break-the-Flight* manpower. If, during surge or emergency operations, an EOD flight falls below *Sustainable* manpower, a degraded capability exists.

1.9.3.2.1. A manpower structure of 6-9 personnel is only sufficient to provide limited mission areas support and only a single-incident response capability. An EOD flight can maintain this level of support for eight months. After eight months, the EOD flight must be rated C-3 (non-mission capable) until all Initial Job Qualification Standard (IJQS) tasks are recertified.

1.9.3.2.1.1. **(Added-AFDW)** Only personnel returning from deployments longer than 180 day must be recertified on home station emergency response tasks

1.9.3.2.2. Support for missions that are beyond emergency installation and force protection response (e.g., missions other than nuclear/strategic mission, force protection, and aircraft/munitions response) require critical operational risk management determination. At this level of manning, required training proficiency

and certifications can not be maintained. Flights falling below 10 personnel (20 personnel for large range flights) for periods longer than 30 days should request manning assistance through their respective MAJCOM functional manager.

1.9.3.2.2.1. **(Added-AFDW)** Requesting Manning Assistance through HQ AFDW 7XD with requirements. Unit will be responsible for all per diem and travel

1.9.3.2.3. **(Added-AFDW)** Each newly assigned person will be task qualified on all local procedures before being placed on standby duty.

1.9.3.3. **(Added-AFDW)** Manning Assistance Participation. AFDW EOD personnel will not participate (volunteered or tasked) in other MAJCOMs/sister services manning support missions without prior HQ AFDW 7XD approval.

## Chapter 2

### INTELLIGENCE, SECURITY, AND SAFETY / A2

#### *Section 2A—Intelligence*

##### **2.1. Intelligence Requirements.**

###### **2.1.1. Homeland Defense (home-station) Assessments.**

2.1.1.1. Participate in core Homeland Defense planning groups. (e.g., Force Protection Working Group, Threat Working Group).

2.1.1.2. Coordinate requirements with the Office of Special Investigations (OSI), Federal Bureau of Investigations (FBI), and other intelligence-gathering units for local threat briefings. MAJCOMs should consolidate and distribute applicable updates from sources such as DTRA.

###### **2.1.2. Contingency Assessments.**

2.1.2.1. Coordinate requirements with OSI, FBI, and other intelligence-gathering units for local threat briefings. MAJCOMs should consolidate and distribute applicable updates from sources such as Defense Threat reduction Agency (DTRA).

2.1.2.2. Research specific DOC-tasking locations and maintain a file on each site. MAJCOMs will determine general contents of file folders, but this is a minimum.

2.1.2.2.1. Mission and Threat Assessments.

2.1.2.2.2. Maps.

2.1.2.2.3. Host Nation EOD capabilities.

2.1.2.2.4. Facility plans.

2.1.2.2.5. Point of contact.

2.1.2.3. Current Ordnance Order of Battle (OOBs) documents are available through Detachment 63, 688<sup>th</sup> ARSS.

#### *Section 2B—Security*

##### **2.2. Personnel Security requirements**

2.2.1. Initial. Candidates for EOD School require a SECRET clearance with an initiated Single Scope Background Investigation (SSBI).

2.2.2. Continuing. All EOD personnel require a DCID security clearance in accordance with AFI 31-501, *Personnel Security Program Management*.

2.2.3. Critical Nuclear Weapons Design Information (CNWDI). All EOD personnel filling an authorized EOD position require authorized access to CNWDI to perform assigned duties.

2.2.3.1. **(Added-AFDW)** Critical Nuclear Weapons Design Information (CNWDI) access granting procedures are outlined in DoDD 5210.2, Access to and Dissemination of Restricted Data (paragraph F, Critical Nuclear Weapon Design Information [CNWDI]);

AFI 31-401, Information Security Program Management; and AFH 31-502, Personal Security Program.

2.2.4. Nuclear Weapons Personnel Reliability Program (PRP). Refer to AFMAN 10-3902, Nuclear Weapons Personnel Reliability Program. EOD personnel are emergency responders; under normal circumstances they do not have defined access, should not be on PRP, and should not require increased investigative/certification actions.

2.2.5. Special circumstances. MAJCOMs will identify other missions requiring special clearances and the investigative requirements.

2.2.6. Security Access Requirement (SAR). All EOD personnel are required to be coded as SAR 5 on the EOD flight Unit Manning Document. (Ref: AFI 31-501, *Personnel Security Program Management*).

### 2.3. Physical Security requirements

2.3.1. Resource Protection Program. When transporting high-risk (Category II) items, EOD teams will be armed per AFI 31-101, *The Air Force Installation Security Program (FOUO)*, paragraph 23.5.2.4. Category II items of concern to EOD include:

2.3.1.1. Demolition bulk explosives (i.e., Composition C-4 TNT, etc.).

2.3.1.2. Automatic weapons (16 or more).

2.3.2. Arming and Use of Force.

2.3.2.1. Chairman of Joint Chiefs of Staff Instruction (CJCSI) 3121.01, *Standing Rules of Engagement for US Forces*, references and employs scenario-based training to allow individuals to apply the skills they were taught.

2.3.2.2. AFI 31-207, *Arming and Use of Force by Air Force Personnel*, governs peacetime training and operations.

2.3.2.3. Rules of Engagement (ROE) training is conducted and documented annually in accordance with AFI 36-2225, *Security Forces Training and Standardization Evaluation Programs*. Specific Rules of Engagement (ROE) for deployed locations are typically provided during pre-deployment training and upon initial arrival at the deployed location in accordance with theater guidance.

## Section 2C—Safety Programs

**2.4. Weapons Safety.** EOD requirements for Weapons Safety are covered in AFMAN 91-201, *Explosives Safety Standards*.

2.4.1. Proficiency range parameters. The authorized procedures on EOD ranges allow for reduced safe separation distances. Specifications for EOD proficiency ranges are listed in AFMAN 91-201, *Air Force Explosives Safety Standards*.

2.4.2. Emergency destruction on established ranges. In cases where the net explosive weight and fragmentation hazards exceed the established quantity-distance criteria for a range, obtain installation commander's permission, perform ORM, and use protective measures to ensure safe operations.

**2.5. Ground Safety Programs.** Occupational Safety requirements are listed in AFOSHSTD 91-501, *Air Force Consolidated Occupational Safety Standard*. EOD Flights must participate in the following health and safety programs.

2.5.1. Environmental Management System, Hazardous Communication (HAZCOM).

2.5.2. Respiratory Protection Program.

2.5.3. Blood Borne Pathogen (BBP).

2.5.3.1. With use of established control procedures (use of personal protective equipment (PPE) and good hygiene); normal home-station EOD duties do not warrant participation in the BBP program.

2.5.3.2. If local or deployed special EOD missions create a high potential for exposure to BBP, then EOD flights will coordinate with Bioenvironmental Engineering and Public Health flights to determine whether enrollment in this program is appropriate.

2.5.3.3. Refer to Title 29 Code of Federal Regulations (CFR), Part 1910, subpart Z, Standard 1910-1030, *Bloodborne Pathogens* (29 CFR 1910-1030), for requirements on training and a written exposure control plan (see also the sample guides in the EOD Mortuary Support CONOP).

2.5.4. As-Low-As-Reasonably-Achievable (ALARA).

2.5.5. Hearing conservation.

## Chapter 3

### OPERATIONS AND TRAINING / A3

#### *Section 3A—Operational Parameters.*

#### **3.1. General Unexploded Ordnance Response Actions**

3.1.1. Positive Identification. Responding EOD teams must positively identify all ordnance items prior to performing any EOD procedures.

3.1.1.1. All research and identification of ordnance items will be documented in EOD reports and verified as outlined in Para 3.8.1. If unable to identify the ordnance item the team must assume:

3.1.1.1.1. It is the most hazardous type it could be.

3.1.1.1.2. It has the most hazardous features/filler it could contain.

3.1.1.1.3. It is in the most hazardous condition it could be in.

3.1.1.2. EOD flights will put statements in their response guides that the team must positively identify ordnance using EOD technical data prior to performing any EOD procedures. If no technical data exists for the item in question, then other means will be used to identify ordnance. For example: x-rays could be used to help identify what type of filler is inside the ordnance and the type of fuzing or a request for information can be sent to the NAVEODTECHDIV thru Det 63.. The Technical Support Center, manned 24 hours is a resource available for assistance at 1-877-EOD INFO (1-877-363-4636)

3.1.1.3. **(Added-AFDW)** Notify HQ AFDW 7XD immediately upon request or completion of any response that requires emergency EOD action, i.e., render safe attempt of a suspect IED, any disposal deemed an emergency, any Level 1 or 2 response. After duty hours, contact HQ AFDW 7XD via e-mail. Transmit a brief note explaining the situation.

3.1.1.4. **(Added-AFDW)** During EOD operations and training, flights are not authorized to employ demolition material, EOD equipment/supplies using explosives, or equipment controlling the initiation of explosives without approved technical data and Non-Nuclear Munitions Safety Board (NNMSB) approval. Det 63 AAC serves as the Air Force action office for approval of joint 60-series technical data and is responsible for development of preliminary technical data for Air Force unique EOD equipment and procedures. All preliminary technical data must be approved by AFDW A4/7XD before release to EOD Flights.

3.1.2. EOD Technical Guidance. EOD procedures are conducted in accordance with Joint Service EOD 60-series Technical Orders (TOs). Supporting instructions such as 11-series TOs or DDESB Technical Papers (available at <http://www.ddesb.pentagon.mil/techpapers.html>) may be used in absence of 60-series guidance. Additionally, basic EOD emergency response guidance is provide in Attachment 3. Local commanders have the authority and responsibility to make operational risk management adjustment to established requirements so that mission requirements are met.



3.1.2.1. Deviations from 60N series can be made with coordination and approval with MAJCOM and 708th Nuclear System Squadron (708th NSS), Military Liaison Branch. During accident response, deviations from 60N are obtained through the Nuclear Weapon Accident Response Procedures (NARP) weapon recovery process. By design, 60N series publications do not address all potential accident/incident scenarios. During an accident situation EOD personnel in collaboration with DOE ARG will develop a weapons recovery plan incorporating pertinent paragraphs from specific weapon 60N series tech order.

3.1.3. Medical support. Medical support during high-explosives operations is a mandatory safety requirement. Medical support must remain in a designated safe area unless required for injury/incident response. Medical support may be military, civilian, or contracted as long as the qualifications are current and time criteria are met.

3.1.3.1. Explosives operations involving only practice munitions (other than demolition explosives): An Independent Duty Medical Technician (IDMT) or Emergency Medical Technician (EMT)-qualified technician must be available on-site or within a 30-minute response time. Trauma facilities should be available within 60 minutes via ground or air transportation.

3.1.3.2. Explosives operations involving live munitions (other than demolition explosives): An IDMT-qualified technician must be available on-site during all operations. An IDMT provides capability to give Advanced Cardiac Life Support measures such as administering emergency intravenous medications. Trauma facilities should be available within 30 minutes via ground or air transportation. If not possible, then ensure a paramedic or emergency medical technician with current NREMT (National Registry of Emergency Medical Technicians) certification is available on-range.

3.1.3.3. EOD flights performing daily, multiple, simultaneous explosives operations involving live munitions should have an IDMT-qualified technician dedicated/assigned to the EOD flight. IDMT would be within 30-minute response time to all explosives operating sites. Supplement the IDMT with EMT-qualified technicians on-site at each operating site, e.g., one IDMT is centrally located within 30-minutes of the operations. Each operating site would have an EMT immediately available.

3.1.4. Off-Installation Responses.

3.1.4.1. Military munitions and explosives.

3.1.4.1.1. The closest AF EOD flight is required to respond to accidents/incidents involving AF-owned EO on or off AF installations. The first service to discover an incident involving EO of another service or Federal agency must take immediate actions to prevent or limit damage or injury. Report incidents occurring in another service's operational area according to the procedures of the responsible service. The closest EOD flight should respond immediately with the understanding that the responsible service retains operational control. After DoD arrives on scene, the various services can sort out responsibilities per AFJI 32-3002.

3.1.4.1.2. The first service to discover a transportation accident/incident involving federally owned or controlled EO must respond immediately, regardless of location. The EOD team should arrive on-scene as soon as possible (within 4 hours). Use the

fastest mode of transportation available. The objective is to prevent or limit loss of life, injury, property damage, and minimize public inconvenience. **Note:** The first priority is an immediate response to the accident or incident. After DoD arrives on scene, the various services can sort out responsibilities per AFJI 32-3002.

#### 3.1.4.2. Non-military munitions and explosives.

3.1.4.2.1. Civil authorities are primarily responsible for the safe handling and disposal of IED, nonmilitary commercial explosives, or similarly dangerous articles located off DoD installations. See details for off-installation support in paragraphs 7.2 and 7.3.

3.1.4.2.2. Non-DoD toxic or hazardous materials are not taken to military installations for storage or disposal unless:

3.1.4.2.2.1. The situation is clearly an emergency or lifesaving operation.

3.1.4.2.2.2. Formal agreements exist with other Federal agencies (e.g., Memorandum of Understanding between DoD and the Bureau of Alcohol, Tobacco, Firearms and Explosives).

3.1.5. Environmental Guidance. All Air Force EOD flights within the United States and its territories must comply with the Resource Conservation and Recovery Act (RCRA) EPA Military Munitions Rule, and other state regulatory requirements. EOD Response Actions are conducted under authority of the “DoD Policy to implement the federal EPA Military Munitions Rule (MRIP),” chapter 9, *Emergency Response*. The MRIP is very specific about the conduct of emergency response and EOD’s authority to conduct them.

3.1.5.1. In non-emergency situations, to ensure all legal requirements are met, EOD personnel must consult the Staff Judge Advocate and the installation Civil Engineer environmental management function before destroying EO (see paragraph 3.2 for emergency parameters).

3.1.5.2. The federal EPA has established definitions for when munitions become a waste and requirements for management of waste munitions. These definitions and requirements are incorporated into RCRA’s implementing regulations. The federal program exempts EOD from some environmental management requirements during an EOD emergency response action for munitions and other explosive devices (military and non-military). The degree of exemption from federal RCRA regulations depends upon the level of response. However, states may have more stringent requirements than the federal regulations.

3.1.5.3. The Department of Defense has created two levels of EOD emergency response; immediate response (Level 1) and imminent and substantial endangerment (Level 2). The primary distinction between the two levels is that a Level 2 response can be delayed without compromising safety or increasing the risks posed to life, property, health, or the environment.

3.1.5.3.1. Treat all requests for EOD response as a Level 1 response until determined otherwise. From an explosives safety point of view, when EOD technicians are dispatched, the situation requires an immediate response.

3.1.5.3.2. The on-scene EOD technician determines if the situation requires a Level 1, Level 2, or no EOD emergency response.

3.1.5.3.3. Only the senior on-scene EOD technician can determine when the response action is complete. For a Level 2 response, temporary storage in a munitions storage facility should not terminate the emergency nature of the response – normally, wait for termination until final destruction or shipment to a destruction facility.

**3.2. Explosives or Munitions Emergency Response:** Level 1 emergency response actions are exempt from RCRA permitting, DOT manifesting for movement to a safe disposal area, and other substantive requirements under Title 40 CFR.<sup>2</sup> However, Level 2 emergency response actions may be subject to emergency permitting and other requirements. When, during an emergency response, applicable state law or an agreement requires, or the situation allows, the installation environmental office will consult with environmental regulators on the need for permits and fulfilling other requirements.

3.2.1. Level 1 Emergency Response (Immediate Response). A Level 1 Emergency could occur anywhere. A Level 1 Emergency requires immediate response activities to eliminate or address the actual or potential imminent threat to life, property, health or the environment.

3.2.1.1. A Level 1 Emergency exists if a delay in response activities would compromise safety or increase the risks posed to life, property, health or the environment. (**Note:** A reasonable delay in EOD's completion of an explosives or munitions emergency response that is caused by necessary, unforeseen, or uncontrollable circumstances does not automatically terminate a Level 1 Emergency.) A Level 1 Emergency may exist if:

3.2.1.1.1. The risk associated with movement of the military munition or other explosives involved is unknown or not acceptable; or

3.2.1.1.2. The risk associated with the military munitions or other explosives temporary storage, or careful movement beyond a nearby, more isolated and protected location for immediate rendering-safe or destruction, is not acceptable.

3.2.1.2. The lead on-site EOD Technician will, with regard to any explosive or chemical agent hazard presented: (a) determine whether a Level 1 Emergency exists, and (b) when to terminate a Level 1 Emergency response, or reclassify it to a Level 2 response. Once the immediate hazards associated with military munitions or other explosives are eliminated, the supported installation or activity may have to perform other actions to address the impact of the response action. (See paragraph 3.2.3 below.)

3.2.1.3. EOD-conducted response actions during a Level 1 Emergency could involve defuzing, detonation, or other actions to neutralize a munition “in-place,” or careful, limited movement to a nearby, more isolated and protected location, including to an operational range used by or limited to EOD operations, to defuze, detonate, or otherwise abate the immediate threat.

---

<sup>2</sup> Title 40 CFR, Parts 264.1(g)(8), *Standards for Owners and Operators of Hazardous Waste Treatment, Storage, and Disposal Facilities*; 265.1(c)(11), *Interim Status Standards for Owners and Operators of Hazardous Waste Treatment, Storage, and Disposal Facilities*; and 270.1(c)(3), *EPA Administered Permit Programs: The Hazardous Waste Permit Program*.

3.2.1.4. Level 1 emergency response actions, where the response cannot be delayed without compromising safety or increasing the risks posed to life, property, health, or the environment, are exempt from RCRA permitting, DOT manifesting for movement to a safe disposal area, and other substantive requirements.

3.2.1.4.1. Level 1 EOD response actions are exempt from federal RCRA permitting requirements.

3.2.1.4.2. Response may occur on-site or the item may be transported to a more secure location.

3.2.1.4.3. No Hazardous Waste Manifest is required.

3.2.1.4.4. Transporter of the item does not need a RCRA identification number.

3.2.1.4.5. Item may be held in appropriate storage as a continuation of the response if a proper location for the response action is unavailable due to extenuating circumstances (e.g. adverse weather, nightfall, or other safety considerations).

3.2.1.4.6. Storage location does not have to be a RCRA interim status or RCRA permitted facility or comply in any way with RCRA; however, it must comply with DDESB standards.

3.2.2. Level 2 Emergency Response (Imminent and Substantial Endangerment). A Level 2 Emergency also poses an actual or potential imminent threat to life, property, health or human health or the environment, but does not require immediate response activities to eliminate or address the actual or potential imminent threat. Level 2 Emergency response actions can generally be delayed for a reasonable period without adverse impact.

3.2.2.1. A Level 2 Emergency exists if the response actions can be delayed without compromising safety or increasing the risks posed to life, property, health, or the environment. A Level 2 Emergency may exist if:

3.2.2.1.1. The risk associated with movement and temporary storage of the military munition or other explosives involved is acceptable; and

3.2.2.1.2. The military munitions or other explosives are positively identified, is safe for transport by explosives or munitions emergency response specialists, and can be stored (temporarily) within DoD's munitions logistic management system pending appropriate response action (e.g., on-site destruction or movement to an appropriate destruction facility).

3.2.2.2. The on-site EOD Technician will, with regard the explosive or chemical agent hazard presented, determine: (1) whether a Level 2 Emergency exists; (2) when to terminate a Level 2 Emergency; and/or (3) when to re-classify a Level 2 Emergency (e.g., risks become unacceptable) to a Level 1 Emergency. Once the immediate hazards associated with military munitions or other explosives are eliminated, the supported installation or activity may have to perform other actions to address the impact of the response action.

3.2.2.3. The host installation's Environmental Office/Hazardous Waste Program Manager is responsible for consulting with environmental regulators to determine whether other regulatory requirements must be satisfied (e.g., a requirement to seek a

RCRA emergency permit under section Title 40 CFR Part 270.61) and to obtain requisite emergency transportation and/or treatment permits. Emergency permits are usually granted orally with written follow-up.

3.2.2.3.1. Off-base response permits. EOD flights should pre-coordinate local/state off-base permitting procedures with the installation environmental office. Under normal circumstances;

3.2.2.3.1.1. If EOD is responding to a military munition, then request the installation environmental office obtain necessary permits.

3.2.2.3.1.2. If responding to other than a military munition, then the civil authorities requesting support are responsible for requesting the necessary permits.

3.2.2.3.2. For items turned-in to the munitions storage area, the munitions activity will immediately request the installation environmental office obtain the necessary permits and state notifications per local directives.

3.2.3. Site Remediation. EOD personnel do not conduct planned munitions responses; however, they will respond to explosives or munitions emergencies that occur during planned responses. See paragraphs 3.5.6.2.2 and 3.5.6.2.3. 3 4 5

3.2.4. Significant Disagreement. If, during an explosives or munitions emergency response, environmental regulators and safety officials have serious concerns about the potential impact of EOD's proposed course of action on human health and the environment the following applies:

3.2.4.1. By DoD policy, EOD personnel are not allowed to take any action inconsistent with approved EOD procedures or that would place them at added risk.

3.2.4.2. When a delay in conducting response activities will not compromise safety or increase risks, ensure protective measures are implemented until a mutually agreeable solution is reached.

3.2.4.3. The environmental regulators or safety officials having serious concerns shall be requested to immediately elevate the concern to the next level of authority to attempt to achieve a mutually agreeable solution.

3.2.4.4. Once an agreeable solution is attained, the appropriate DoD authority will coordinate EOD's support to resolve the emergency in a manner protective of human health and the environment, and that is consistent with EOD procedures.

3.2.5. Response Records. Flights will maintain EOD response records and a copy of any supporting documentation such as an emergency permit (if issued) in the EOD Incident Management System (EODIMS) database.<sup>3</sup> HQ AFCEA/CEXD manages the EODIMS per Air Force Records Information Management System (AFRIMS) Table 33-49, Rule 20.01.

---

<sup>3</sup> Under 40 CFR §264.1(g)(8)(iv), the responding military emergency response specialists' unit must retain records for 3 years identifying the dates of the response, the responsible persons within the unit involved, the type and description of material addressed, and its disposition. The DoD Military Munitions Response Program requires retention of a permanent record of EOD responses for future land restoration and remediation prior to release of DoD lands to the public.

3.2.6. **(Added-AFDW)** Disposition of Unique, Dud, and Non-Stock-listed Munitions. Items "Found on Base" can include, but are not necessarily limited to:

3.2.6.1. **(Added-AFDW)** Unique Military Items. Treat foreign munitions or explosives of unknown hazard/class division as HC/D 1.1L. If local munitions or EOD can identify "found on base" item sufficiently to determine that it is the same as stock listed, hazard classified items, they have the prerogative to store it in a segregated area within the munitions storage area. Items that cannot be sufficiently identified will be treated as a level 1 or level 2 incidents in accordance with the Military Munitions Rule.

3.2.6.2. **(Added-AFDW)** Antique U.S. Military Items. These are still considered military munitions and will be managed as such. Munitions that can be correlated to a U.S. stock list number will be picked up on record by the MSA and an ADR will be processed through OO-ALC/LIW, Hill AFB.

3.2.6.3. **(Added-AFDW)** Ground Burst Simulators (GBS), and Smoke Grenades. According to the Military Munitions Rule, military munitions used in training activities are not considered solid waste, and therefore not subject to Resource Conservation and Recovery Act (RCRA) requirements. This "exemption" extends to the process of rendering safe dud-fired or suspect items. Dud-fired GBS and smoke grenades used during on-base exercises will be removed and treated as quickly as possible, but no later than 1 day after completion of the exercise. This "exemption" may be limited by state regulation, and should be reviewed with base environmental personnel and the Office of the Staff Judge Advocate.

3.2.6.4. **(Added-AFDW)** Civilian Munitions. Civilian munitions found on base will be turned into the base MSA for courtesy storage.

3.2.6.5. **(Added-AFDW)** If the item is comparable to a stock listed military munition, the item will be picked up on record by the MSA and an ADR processed through OO-ALC/LIW, Hill AFB. EOD and munitions inspection personnel will determine if the item is comparable to a stock listed item.

3.2.6.6. **(Added-AFDW)** If the item is not comparable to a military munition, it is the responsibility of the owning organization to coordinate an emergency disposal permit with the state through the base Civil Engineering Environmental office.

3.2.6.7. **(Added-AFDW)** Ball-type ammunition .50 caliber and smaller is not considered reactive by the EPA and will not be treated as a reactive hazardous waste.

3.2.6.8. **(Added-AFDW)** Fireworks. The installation commander should have established procedures for disposing of confiscated fireworks; however a local DRMO contract may be the only option available. Coordinate with HQ AFDW/A7A for the latest information on disposal options. It is possible to request an emergency permit from the state, but that should not be considered the first option.

**3.3. Planned Support:** The U.S. Army has responsibility for routine or planned EOD operations within the continental landmass. The exceptions to this policy occur when the EO is located on installations, dispersal bases, assigned operational areas, or in the physical possession of another service.

#### **3.4. Contingency, Exercise, and Deployment (CED) Support**

### 3.4.1. EOD Capability.

3.4.1.1. The four elements required to provide a combat EOD capability are:

3.4.1.1.1. Response vehicle and specialized equipment sets.

3.4.1.1.2. Explosives and demolition material.

3.4.1.1.3. Joint-service technical data and viewing/communications set.

3.4.1.1.4. EOD-qualified personnel/teams.

3.4.1.2. EOD UTCs must have the capability to be fully mobile on initial deployment into any contingency. This requires vehicles to be part of EOD equipment UTCs so that all equipment and explosives can be loaded on a vehicle for transport. An EOD capability does not exist without the ability to respond with necessary equipment, communications, and explosives.

3.4.2. Core Unit Type Code (UTC). The Air Force uses EOD UTCs in peace and war to provide combatant commanders with an EOD capability. The WMP-1 provides details of required UTCs, support-levels, and structure for differing threat-levels. Flights should request current copies of the WMP-1, Annex S, Appendix 9 (EOD) from their wing level A5 or MAJCOM representative.

3.4.2.1. Each UTC has a Mission Capability Statements (MISCAP) that provides UTC limitations and capabilities (available on the AF EOD Program Management CoP at <https://afkm.wpafb.af.mil/ASPs/CoP/EntryCoP.asp?Filter=OO-EN-CE-49>).

3.4.2.2. Core UTCs are designated as Lead and Base support. A Lead UTC can support one lead flying squadron for 24-hour operations without augmentation. Base-support UTCs augment additional missions and other non-tactical or notional requirements.

3.4.2.3. **(Added-AFDW)** UTC Packing List Requirements. AFI 10-403 requires Packing Lists to be placed in individual kits listing the contents. Air Force EOD UTC load planning fulfills this requirement with the use of the Air Force EOD Equipment and Supply Listing (AFEODESL) and Illustrated Parts Breakdowns (IPBs). Printed copies of pertinent ESL and/or IPB information will be placed on or within individual kits as required.

### 3.4.3. Joint EOD Operations.

3.4.3.1. Refer to Joint service EOD Multi-service, Tactics, Techniques, and Procedures (MTTP), Oct 2005, Appendix B, for the EOD Planning Checklist for Joint Operations

3.4.3.2. A theater combat mission may best be supported by a joint EOD structure. Details for supporting joint EOD operations are in AF Tactics, Techniques, and Procedures (Interservice) (AFTTP(I)) 3-2.32, *MTTP for EOD in a Joint Environment*, Oct 2005.

### 3.4.4. Employing/deploying recently graduated EOD Personnel.

3.4.4.1. An EOD Apprentice (AF Specialty Code (AFSC) 3E831) is not deployment-eligible unless they have completed all requirements per paragraph 3.10.3.1.1.

3.4.4.1.1. EOD Journeymen and Craftsmen will not be tasked to train our 3-level Airmen while directly supporting combat operations. To do so places our junior Airmen and the entire EOD team at increased risk of injury/loss of life.

3.4.4.1.2. When possible, EOD Apprentices will be employed at locations with less risk where EOD persons with more developed experience and skills can train them prior to being assigned to locations of higher intensity.

3.4.4.2. After graduation from EOD basic school, an EOD Officer (AF Specialty Code (AFSC) 32E H/K) is not deployment-eligible until they have completed eight months at home station (two months for AFPC rules of non-deployment and six months for qualification training per paragraph 3.10.3.1.2).

### ***Section 3B—EOD Missions***

**3.5. Mission Areas.** Each of the nine EOD mission areas listed in AFPD 32-30 are thoroughly expanded and outlined in an AF EOD Concepts of Operation (CONOP), available electronically from the AF EOD Program Management CoP. EOD flights use the guidelines provided in these CONOPs to augment the general guidance offered below.

3.5.1. Aerospace Vehicle Launch and Recovery. Supporting sortie generation and Space operations by responding to airfield emergencies to render safe ordnance and aircraft during in-flight and ground emergencies or crash situations.

3.5.1.1. EOD personnel are not end-of-runway crews; however, they should be familiar with communicating with and operating around running fixed-wing and rotary-winged aircraft. Periodic (annual) training with these crews can be beneficial experience for EOD personnel.

3.5.1.2. EOD teams respond when End-of-Runway crews or transient alert personnel are unavailable and/or when the aircraft/munitions system is in a hazardous condition.

3.5.1.3. Refer to EOD Aerospace Vehicle CONOPs for more details.

3.5.2. Force Protection. Eliminating or mitigating explosive hazards created by known or suspected criminal and terrorist devices.

3.5.2.1. EOD teams do not normally perform searches in support of bomb-threats.

3.5.2.2. Use diagnostics and remote procedures first: Hand-entry is a last resort.

3.5.2.3. Use all available protective gear (e.g., bomb suit).

3.5.2.4. Refer to the IED CONOP for more details.

3.5.3. Weapons of Mass Destruction (WMD). Providing full-spectrum response capability to nuclear, biological, chemical, radiological, incendiary, conventional explosive ordnance and IEDs. EOD teams respond during the crisis management phase of the incident and provide: initial response; situational analysis; advise command authorities on hazards and protective measures; and support regional/specialized support teams as required. Refer to the WMD CONOP for more details.



3.5.4. Nuclear Weapon Incident/Accident. Providing immediate initial support to nuclear weapon incidents/accidents. This section outlines service component requirements in DoDD 3150.2, *DoD Nuclear Weapon System Safety Program*.

3.5.4.1. All active duty AF EOD flights maintain qualification to provide emergency nuclear support. Flight personnel maintain technical data and are trained to perform those actions necessary to stabilize an incident site.

3.5.4.2. Flights that support assigned nuclear weapons maintain technical data and are qualified in all aspects of assigned weapon systems (See paragraph 3.12.5).

3.5.5. Unexploded Explosive Ordnance (UXO) Recovery Operations. Clearing UXO during runway and airbase recovery operations and neutralizing hazards from explosive-related incidents, which, because of unusual circumstances, present a threat to operations, installations, personnel or material. See UXO-related mission details under paragraphs 3.1 and 3.2.

3.5.6. Operational Range Clearance. Working together with range management offices and environmental agencies to clear operational ranges and test and evaluation ranges. This section outlines service component (EOD) requirements of DoDD 3200.16, *Operational Range Clearance* and DoDD 4140.62, *Management and Disposition of Material Potentially Presenting an Explosive Hazard (MPPEH)*. Further implementing guidance is provided in AFI 13-212, *Range Planning and Operations, Volume 1* and the EOD Range CONOP (<https://afkm.wpafb.af.mil/DocView.asp?DocID=1113486>).

3.5.6.1. Practices for UXO clearance at operational ranges are different from those for environmental UXO remediation, and more closely mirror combat EOD duties and provides warskills experience for EOD operations. As in combat UXO area clearance, peacetime range clearance is usually only a surface clearance. At operational test and evaluation ranges, there are requirements for the sub-surface recovery of (sometimes deeply buried) experimental ordnance.

3.5.6.2. Other-than Operational Range Support.

3.5.6.2.1. EOD flights will not normally perform nor are they responsible for activities outside the scope of AFI 13-212 in relation to any range or other munitions response site. The AF EOD program is neither equipped, trained, nor manned for environmental requirements-based munitions response operations.

3.5.6.2.2. Non-emergency or planned support on other than operational ranges is outside the scope of core competencies for EOD. The below listed duties are examples of tasks EOD would not be responsible for:

3.5.6.2.2.1. Third-party quality assurance evaluations of contracts.

3.5.6.2.2.2. Natural & cultural environmental escorts.

3.5.6.2.2.3. Research and provide ordnance information (other than emergency response).

3.5.6.2.2.4. Construction support.

3.5.6.2.2.5. Sub-surface UXO recovery (e.g., area remediation that is not in support of ordnance R&D/OT&E).

3.5.6.2.2.6. Contract oversight.

3.5.6.2.2.7. Lend-lease-grant final land clearance subsequent to land use by commercial ventures.

3.5.6.2.2.8. Final land-surveys required prior to closure or re-characterization of operational ranges.

3.5.6.2.3. MAJCOM EOD staffs may authorize performance of the above tasks for unique individual situations/operations when it provides a warskills benefit. Parameters should be established in a supplement to this AFI and in individual memorandums between the contract executing agent, flight involved, and MAJCOM EOD staff. Courtesy copy HQ AFCESA/CEXD on such memoranda.

3.5.6.2.3.1. **(Added-AFDW)** HQ AFDW 7XD is responsible for all EOD actions necessary to survey, remediate, and certify excess property under the control of this command IAW AFI 32-9004, Disposal of Real Property. The decision to use active duty personnel or civilian contractors will be made by HQ AFDW 7XD based on current command workload and specific aspects of the property in need of certification. HQ AFDW 7XD will:

3.5.6.2.3.2. **(Added-AFDW)** Review requests for EOD clearances to ensure proper information is provided.

3.5.6.2.3.3. **(Added-AFDW)** Formally task AFDW EOD flight or forward initial request to appropriate agency.

3.5.6.2.3.4. **(Added-AFDW)** Perform periodic on-site program reviews during survey and clearance operations, as necessary.

3.5.6.2.3.5. **(Added-AFDW)** Send a representative to accompany tasked AFDW EOD flight during the site survey.

3.5.6.2.4. Emergency support to other than operational range activities is part of the core competencies for EOD. Upon proper notification, EOD responds to any munitions emergency

3.5.6.2.4.1. To ensure Public Safety.

3.5.6.2.4.2. To identify unknown munitions.

3.5.6.2.4.3. When there are possible chemical munitions involved (limited to emergency actions prior to arrival of specialized teams).

3.5.6.2.5. EOD will provide a one-time response to first found munitions or other emergency support as outlined in a MAJCOM EOD staff-coordinated memorandum of agreement (MOA) or other coordinating document. The MOA will include as a minimum a request to provide full support and the required amount of resources (equipment, explosives, personnel, time).

3.5.6.2.5.1. Specific responsibilities provided (EPA permits, security, medical etc.).

3.5.6.2.5.2. Specific responsibilities/duties military is to perform/conduct.

3.5.6.2.5.3. Parameters for reimbursement – fee for service – if required.

3.5.7. Mortuary Services. Removal of ordnance left on or embedded in casualties. See paragraph 3.6.2 and the Mortuary Support CONOP for more details.

3.5.8. Federal Agency and Civil Authority Support. Assisting Federal and civil authorities with terrorist or other criminal acts, accidents, found explosive items, and other requests for support.

3.5.8.1. See chapter 7 for detailed guidelines on general support to civil authorities.

3.5.8.2. Support to the US Secret Service (USSS) and US State Department (DoS) Very Important Persons Protection Support Activity (VIPPSA) taskings. This section outlines service component requirements in DoDD 3025.13, *Employment of DoD Resources in Support of the United States Secret Service*, and DoD Instruction (DoDI) 5030.34, *Agreement Between the USSS and the DoD Concerning Protection of the President and Other Officials*. Detailed procedures of support are provided in the USSS Hazardous Device Counter-measures Manual (HDCM).

3.5.8.2. (AFDW) VIPPSA Taskings (Personnel on standby for AEF deployments may not be tasked).

3.5.8.2.1. Reimbursement for VIPPSA support. Public Law 94-524, *Presidential Protection Act of 1996*, establishes the authority for non-reimbursable DoD support to the USSS for protection of the President, Vice-President, or other officer immediately next in order of succession to the office of the President. Lack of funding is not a reason for non-support of Presidential and Vice- presidential protective mission taskings. All other VIPPSA taskings are reimbursable. See paragraph 3.5.8.2.4.

3.5.8.2.1.1. (Added-AFDW) VIP Missions that are VIPPSA funded will be processed through the EOD ACES Program and Defense Travel System (DTS).

3.5.8.2.1.2. (Added-AFDW) HQ AFDW 7XD forecasts funding to reimburse squadron accounts for POTUS and VPOTUS missions. It is after-the-fact funding. Units will proceed on their mission using a squadron fund cite.

3.5.8.2.2. If the personnel are available without impacting the flight's ability to perform its primary mission, then a VIPPSA tasking must be supported. See paragraph 1.9.4.7 to determine availability of personnel.

3.5.8.2.2.1. Coordinating Support. The U.S. Army is designated as the executive office for all VIPPSA taskings from the Office of the Secretary of Defense (OSD), United States Secret Service (USSS), or Department of State (DOS). They task and coordinate all missions by DoD EOD personnel, regardless of service affiliation, through the U.S. Army EOD Very Important Persons Protection Support Activity (USAEODVIPPSA).

3.5.8.2.3. National Security Events are sourced by NORTHCOM through the AEF Center.

3.5.8.2.4. Approval Authority. Approval authority rests with the MAJCOM EOD functional manager. Approval for ANG EOD support, before mobilization, rests with the individual state adjutant general.

3.5.8.2.5. Travel Vouchers. See EOD CoP site for instructions for mailing reimbursable Travel Vouchers (other than Presidential/Vice-Presidential).

3.5.8.2.6. All MAJCOMs:

3.5.8.2.6.1. Coordinate and facilitate VIP support missions directly with their respective EOD flights.

3.5.8.2.6.2. Promptly send all mission information to the tasked flight.

3.5.8.2.6.3. Ensure EOD personnel comply with mission requirements.

3.5.8.2.6.4. **(Added-AFDW)** USNORTHCOM taskings will come from USAEODVIPPSA thru HQ AFDW A4/7XD. We will task EOD flights based on team availability. Because of time sensitivity, HQ AFDW 7XD will provide tasking information by phone followed by an email tasking message to the flight. EOD Team Leader requirement will be in accordance with DoD VIPPSA Operations Plan. Tasked team must have at least one 3E851.

3.5.8.2.7. CONUS MAJCOMs:

3.5.8.2.7.1. Designate a POC for the USAEODVIPPSA office.

3.5.8.2.7.1.1. **(Added-AFDW)** Flight Responsibilities:

3.5.8.2.7.1.1.1. **(Added-AFDW)** Availability will be reported beginning Thursday through Wednesday to HQ AFDW 7XD for a two week period.

3.5.8.2.7.1.1.2. **(Added-AFDW)** Ensure standby personnel are aware of team availability for after duty hours tasking notification.

3.5.8.2.7.1.1.3. **(Added-AFDW)** Flight leaders will investigate credential misuse and submit a written report to HQ AFDW 7XD within 30 days of the incident. Misuses of pins or credentials are grounds for removal from VIP support missions and UCMJ actions.

3.5.8.2.7.2. Immediately alert USAEODVIPPSA of EOD flights unable to provide assigned support due to operational commitments of higher precedence

3.5.8.2.8. EOD Personnel Requirements:

3.5.8.2.8.1. Minimum Team Criteria.

3.5.8.2.8.1.1. Team member: Officer/Enlisted – Six months in-place, assigned to the flight, and (enlisted only) satisfactory progress in upgrade training.

3.5.8.2.8.1.2. Team Leaders: Officer – Two VIPPSA taskings as a team member. Enlisted – minimum E-5/7-level.

3.5.8.2.8.1.3. **(Added-AFDW)** EOD personnel supporting Presidential support missions must have a SECRET or higher security clearance based on a current SECRET 5-year periodic reinvestigation.

3.5.8.2.8.2. **(Added-AFDW)** Individual Responsibilities:

3.5.8.2.8.2.1. **(Added-AFDW)** Responding teams must pack for multiple missions and maintain contact with their home flight to permit timely flow of

information for possible follow-on taskings. Upon notification of VIPPSA taskings immediately contact team leader, if team leader cannot be contacted, contact the agent-in-charge to check-in and receive specific details on tasking.

3.5.8.2.9.1. See paragraph 2.2 for security requirements

3.5.8.2.9.2. EOD personnel receive a civilian clothing allowance while supporting USSS or DoD missions. AFI 36-3014, *Clothing Allowance for Air Force Personnel*, specifies authorized amounts, how to apply, and how to get reimbursement. Flight chiefs selecting personnel for support missions should first consider sending individuals already receiving a civilian clothing allowance. **Note:** Officers must be assigned to overseas EOD billets to receive the clothing allowance.

3.5.8.2.9.3. EOD personnel supporting USAEODVIPPSA Presidential or Vice Presidential taskings do not fall under the Presidential Support Program, unless such support exceeds 180 continuous days. (See DoDD 5210.55, and AFI 31-501, *Personnel Security Program Management*)

3.5.8.2.10. EOD Credentials, Pins, Vehicle Placards, and Hazardous Devices Counter-Measures (HDCM) Manuals. USAEODVIPPSA issues DD Form 2335, *EOD Identification Card/Credentials*, and identification pins to qualified EOD personnel performing VIP support. Vehicle placards and HDCM Manuals are issued to EOD flights.

3.5.8.2.10.1. Credentials. Unless otherwise directed by HQ AFCESA or EODVIPPSA, all EOD Credential requests will be initiated within the VIPPSA area of ACES EOD Operations Module. Complete requests for EOD Credentials IAW the ACES EOD CONOP and ACES EOD Users Manual.

3.5.8.2.10.1.1. Flights. Ensure all information for all assigned personnel is properly entered into the user administration area of ACES EOD.

3.5.8.2.10.1.2. Flight members will have one digital photo conforming to the standards listed below: (a) Digital picture will be squared and have the same appearance as the military identification card. (b). Males will be dressed in dress shirt and tie that meet the HDCM standards. (c). Females will wear a dress blouse.

3.5.8.2.10.1.3. The DD Form 2335, dated April 2005, *EOD Identification Card/Credentials*, is carried with the individual at all times.

3.5.8.2.10.1.4. Upon PCS to a new assignment meeting the criteria in paragraph 1.8.1, the individual will hand carry the DD Form 2335 to the gaining organization.

3.5.8.2.10.1.5. When an individual retires, separates or when duties do not meet the criteria in paragraph 1.8.1, the DD Form 2335 will be mailed back to VIPPSA. The flight is not authorized to destroy credentials locally. **Note:** Written official correspondence from USAEODVIPPSA takes precedence over this paragraph.

3.5.8.2.10.1.6. **(Added-AFDW)** Flight will request all credentials thru ACES

EOD program. Flight leaders may request an individual's credentials upon assignment to the flight. Officers filling valid EOD positions will have at least 6 months experience as an EOD flight commander before performing VIPPSA missions. Their first mission should include an experienced NCO as the team member. Enlisted personnel may perform VIPPSA missions after the individual has a minimum of 6 months of operational EOD experience, and is progressing satisfactorily in upgrade training.

3.5.8.2.10.2. Identification pins, vehicle placards and HDCM Manuals. Flights request issue of pins, placards and HDCM manuals via request letter directly to VIPPSA. The request can be in written or electronic format and forwarded in that format to [VIPPSA@apgea.army.mil](mailto:VIPPSA@apgea.army.mil). Include flight name, item requested, quantity of item requested and name/contact information of the individual making the request.

3.5.8.2.10.2.1. **(Added-AFDW)** Send requests for pins, and HDCM's to EODVIPPSA through HQ AFDW A4/7XD

3.5.8.2.10.3. Keep complete records of receiving receipts for individuals' credentials, pins, placards and HDCM manuals.

3.5.8.2.10.3.1. **(Added-AFDW)** Control all pins, HDCM's, and USSS credentials using ACES-EOD. Show date signed out, to whom issued, credential number, pin number, HDCM number, and date returned.

3.5.8.2.10.4. Flights will provide VIPPSA with a complete inventory of pins, credentials, placards and manuals in their possession semiannually (Jan/July) by using ACES EOD VIPPSA Module.

3.5.8.2.10.4.1. **(Added-AFDW)** Update USSS credential, pin, and HDCM inventory in ACES-EOD program by 15 January and 15 July of each year.

3.5.8.2.10.5. Due to the access a pin affords the bearer, do not use or carry them except while supporting a VIP mission. During the mission, do not leave credentials or pins unattended in hotel rooms. Keep them in your possession at all times.

3.5.8.2.10.6. Immediately report lost DD Form(s) 2335, identification pins, vehicle placards or HDCM manuals to VIPPSA IAW instructions in the HDCM manual.

3.5.9. Base Populace Training. Providing training on ordnance hazards and recognition, mine awareness, terrorist bomb search procedures, and personnel protective measures.

3.5.9.1. Air Force EOR is taught via web-based training. EOD may provide other methods to supplement the AF EOR course; however, the web-based training is the mandatory basic course.

3.5.9.2. Flights should use HQ AFCESA-standardized informational training/briefings as a template for briefings on EOD mission capability, ordnance hazards and recognition, IED awareness, mine awareness, terrorist bomb search procedures, personnel protective measures, etc. These briefings are available on the AF EOD Program Management CoP at <https://afkm.wpafb.af.mil/ASPs/CoP/EntryCoP.asp?Filter=OO-EN-CE-49>.

3.5.9.3. If EOD flights are requested to provide EOD-related briefings to national agencies (e.g., Bureau of Land Management (BLM), DTRA, EPA, TSWG, DoD, etc), other military services, HQ USAF or Secretary of the AF agencies/offices, the briefings require review by MAJCOM EOD staff and HQ AFCESA/CEXD prior to being briefed/released.

3.5.9.4. EOD flights should support community outreach programs to educate both installation personnel and the surrounding public on the dangers of trespassing on ranges and the hazards associated with UXO.

### **3.6. Command unique Missions**

3.6.1. Joint POW/MIA Accounting Command (JPAC). Refer to PACAF mission guidelines for details (HQ PACAF/A7XOD, DSN 449-9483).

3.6.2. Mortuary Affairs and Field Mortuary Response Teams (AMC). Refer to the Mortuary Support CONOP for details (<https://afkm.wpafb.af.mil/DocView.asp?DocID=1113509>).

3.6.3. **(Added-AFDW)** EOD support to Research, Test, and Development (RT&D) Agencies.

3.6.3.1. **(Added-AFDW)** EOD Flights are frequently requested to provide support to other agencies for various test projects. Normal support consists of providing safe escort on ranges and disposal of explosive material upon conclusion of the test. The agency requesting EOD support must provide funding, a test/safety plan, and coordinate requirements with the supporting EOD Flight. EOD Flights will approve or disapprove the support request based on mission impact and personnel availability.

3.6.3.2. **(Added-AFDW)** During Research, Test, and Development missions, EOD flights may be requested to use equipment, supplies, and demolition material not approved by the NNMSB and or do not have approved technical data. Flights must develop and submit Operating Instructions and safety/test plans to AFDW A4/7XD at least 30 prior to operations for approval. OI's must contain information required by AFMAN 91-201.

### **3.7. Incident Command System**

3.7.1. AF Incident Management System (AFIMS).

3.7.2.1. Homeland Security Presidential Directive-5 directed the implementation the National Response Plan (NRP) through the National Incident Management System (NIMS). The Air Force chose to develop the Air Force Incident Management System (AFIMS) for implementation of the NRP and the NIMS. In the AFIMS structure EOD falls under Emergency Support Function (ESF)

3.7.2.2. The AFIMS replaces the Disaster Control Group and is outlined in AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*. All EOD managers and team leaders must be familiar with AFIMS.

### **3.8. Incident Reporting**

3.8.1. Service (ACES-EOD) Incident Reporting.

3.8.1.1. Do not enter Restricted Data (RD) into the ACES-EOD Incident Report system. Refer to T.O. and paragraph numbers only.

3.8.1.2. EOD Flights will use the ACES-EOD Operations Module, Incident Reporting System to gather and report information regarding EOD operations to their respective MAJCOMs. Flights submit incident reports within 5 working days after response termination (15 working days for EOD range clearance reports). The emergency status of the ACES-EOD report is category level two (C-2) and requires you to continue normal reporting during emergency conditions.

3.8.1.3. Responding EOD teams will list the individual who positively identified the ordnance in the ACES-EOD incident report and the team chief will validate the identification. This process is accomplished using the drop down menus provided in the ACES-EOD System. If the team chief is the one who identifies the ordnance a different EOD technician will verify and be listed on the report (re: paragraph 3.1.1.1).

3.8.1.4. MAJCOM managers use ACES-EOD Incident Reports to analyze trends, identify deficiencies, plan training, and project future activities in all aspects of the EOD program. MAJCOMs will review and approve all ACES-EOD Incident Reports within 5 working days from date received from flights.

3.8.1.5. Flights should avoid the use of “thermal treatment” and “disposal” (in relation to the emergency destruction of UXO and other hazardous explosive devices) in written EOD reports because the environmental interpretations of these terms have specific meaning and consequences under the RCRA that may impose additional requirements on the USAF.

3.8.1.6. ACES-EOD shares response information (e.g., IED, post-blast, UXO, area clearance, etc) with the Joint Digital Information Gathering System (JDIGS) Program: this is covered in the ACES-EOD CONOP.

3.8.2. SORTS Report. SORTS is reported IAW AFI 10-201.

3.8.2.1. It is the EOD flight management’s responsibility to ensure manpower, equipment and training status is updated in SORTS, normally on a monthly basis in coordination with the Readiness Flight, or whenever significant changes occur.

3.8.2.2. Since the results of individual flight SORTS reports are visible at the Joint Service level, input accuracy is critical for high level decision making.

3.8.2.3. Descriptions should be detailed enough to identify what is missing/causing the rating, what needs to be done to fix or mitigate the problem, and a reasonable ECD.

3.8.3. AEF Reporting Tool (ART).

3.8.3.1. It is the EOD flight management’s responsibility to ensure ART accurately reflects status of UTCs. Review and make changes monthly or immediately when status changes. AEF Center and MAJCOM Functional Managers rely on the accuracy and currency of reporting to make critical AEF sourcing decisions.

3.8.3.1. (AFDW) Units will provide status of each individual assigned to the UTC IAW MISCAP Posturing. EXAMPLE UTC 4FPXD LN001 is SSgt or SrA with availability status. LN002 TSgt with availability status.



- 3.8.3.1.1. Code Green. Equipment – 100 percent of required equipment and vehicles are on hand. Personnel – All personnel are available/proficient with no rank/skill level substitutions.
  - 3.8.3.1.2. Code Yellow. Equipment – some equipment is missing but UTC can still accomplish its mission. Personnel – All personnel are available/proficient using allowable rank/skill level substitutions. **Note:** If 3-level substitutions are used the comments will indicate that they have completed their CDCs and core 5-level tasks in the CFETP.
  - 3.8.3.1.3. Code Red. Equipment – some or all of equipment is missing and the UTC cannot perform its mission. Personnel – Any position is vacant or any personnel lack proficiency per paragraph 1.8.2.
- 3.8.3.2. All UTCs coded Yellow or Red will have comments explaining why their status is downgraded.

### ***Section 3C—EOD Training***

**3.9. Overview.** The Air Force EOD Training Program aims to produce professional, highly qualified, technically proficient EOD teams capable of safely and efficiently performing peacetime and wartime EOD missions. EOD proficiency training enables EOD teams to achieve and maintain a level of competency to safely and effectively deal with explosive hazards.

3.9.1. Qualification Level. EOD team members must be trained to a knowledge level sufficient to determine and observe correct safety requirements needed before and during reconnaissance, and obtain the information necessary to positively identify ordnance items and formulate an appropriate render safe or disposal plan.

3.9.2. Need for Practical Training. Hands-on practical training is necessary for required proficiency. EOD team members meet acceptable performance standards, with the aid of applicable publications, by correctly performing EOD procedures without committing errors that degrade safety and risk injury.

### **3.10. Responsibilities:**

#### **3.10.1. HQ AFCESA/CEXD:**

- 3.10.1.1. Submits MAJCOM inputs to the EOD Standard Training Package.
- 3.10.1.2. Oversees the development, updating, and publishing of the CFETP and Specialty Training Standard.

#### **3.10.2. MAJCOMs:**

- 3.10.2.1. Recommend subject and task material in writing to HQ AFCESA/CEXD.
- 3.10.2.2. Set up procedures to schedule, complete, and document training requirements.
- 3.10.2.3. Request and manage quotas for EOD formal training courses.
- 3.10.2.4. Monitor personnel attendance to ensure maximum course use and prevent lapses in individual certifications.
- 3.10.2.5. Supplement the CFETP to include MAJCOM-unique requirements.

### 3.10.3. EOD Flights.

3.10.3.1. Ensure deploying Airmen have completed all requirements per paragraph 3.4.4.

3.10.3.1.1. An EOD Apprentice (AF Specialty Code (AFSC) 3E831) is not deployment-eligible unless they have completed all volumes of their Career Development Courses (CDC) and the end-of-course (EOC) test, and have been trained and certified on 100-percent of core task items in the Career Field Education Training Plan (CFETP).

3.10.3.1.2. EOD Officers initial qualification training includes IJQS for standby, equipment issue and familiarization, EOD flight operations, all CAT 1 and CAT 2 requirements, all ancillary training, AFIT EOD Flight Management Course (or a MAJCOM orientation liaison), and selected reading as deemed necessary by the MAJCOM and local unit commanders.

3.10.3.1.2.1. **(Added-AFDW)** Officers are highly encouraged to complete Career Development Course 3E851, Battlestaff Smartbook, Emergency Response to Terrorism CBT, Joint Pub 3.0, MTTP 3-2.32 for EOD in a Joint environment and applicable portions of the War Mobilization Plan (WMP)

3.10.3.2. Schedule, conduct, and document all required and optional training. **Note:** EOD proficiency training duplicates most CBRNE Defense course material. EOD personnel need to receive CBRNE Defense training only on CBRNE threat-specific defense procedures.

3.10.3.3. Ensure that Airmen recently graduated from the Naval EOD Basic Course dedicate daily study-time to complete CDCs. **Note:** EOD-qualified officers are highly encouraged to complete the EOD CDC course.

3.10.3.4. Flight management must evaluate members returning from extended deployments (e.g., 179-day and longer) to ensure member's proficiency on core tasks listed in the CFETP and IJQS are still current. If recertifications on certain tasks are required, follow documentation procedures listed in the CFETP. Annotate AF IMT 623a, *On the Job Training Record Continuation Sheet*, in the AFTR that this review was accomplished.

3.10.3.5. **(Added-AFDW)** AFDW EOD Flight Leaders:

3.10.3.5.1. **(Added-AFDW)** Manning Assistance Training. This training consists of practical or classroom training necessary to prepare an individual to perform required EOD manning assistance duties at a TDY location.

3.10.3.5.2. **(Added-AFDW)** Ensure a comprehensive training program is in effect and training priorities are clearly defined. Wartime, as well as peacetime tasks must be continually taught, exercised, and evaluated to ensure the highest level of competency.

3.10.3.5.3. **(Added-AFDW)** EOD training will be prioritized above normal day-to-day work activities. Only EOD operations; i.e., incident responses, range clearances, VIPPSA missions, etc. will receive a higher priority than training.

3.10.3.5.4. **(Added-AFDW)** TDY manning assistance personnel will participate in the recurring training given at the TDY location to the greatest extent possible. The person's TDY supervisor or the flight training NCO will record all training received by the individual at the TDY location.

3.10.3.5.5. **(Added-AFDW)** Ensure all members receive an initial evaluation within 60 days of assignment to the EOD flight and are task qualified on all locally supported munitions and procedures and placed on standby duty within 120 days. If additional time is required, contact HQ AFDW 7XD with rationale and document in the individuals AF Form 623a.

3.10.4. **(Added-AFDW)** Develop team chief operation guides.

3.10.4.1. **(Added-AFDW)** Develop the following team operation guides to aid in response to the following accident and incident situations.

3.10.4.1.1. **(Added-AFDW)** Review Code of Federal Regulation (CFR) 29, Part 1910.1030, Subpart Z, when developing guides and ensures the following items are addressed:

3.10.4.1.2. **(Added-AFDW)** Safety briefing on the avoidance of blood-borne pathogens (BBP).

3.10.4.1.3. **(Added-AFDW)** Protective equipment requirements.

3.10.4.1.4. **(Added-AFDW)** Actions to be taken if an individual is possibly exposed to a BBP.

3.10.4.2. **(Added-AFDW)** Chemical/Biological (Wartime Defensive Only)

3.10.4.3. **(Added-AFDW)** Nuclear (not required for ARC units)

3.10.4.4. **(Added-AFDW)** Conventional

3.10.4.5. **(Added-AFDW)** Improvised Explosive Device/WMD

3.10.4.6. **(Added-AFDW)** Aircraft

3.10.4.7. **(Added-AFDW)** Mobility

**3.11. Career Field Education and Training Plan (CFETP) 3E8X1.** The CFETP 3E8X1 is a comprehensive education and training document that identifies life-cycle education and training requirements, training support resources, and minimum core task requirements for the EOD career field.

3.11.1. Group I – Monthly Qualification Training. Training or operations using cartridge-actuated tools, demolition explosives, or pyrotechnic devices to perform render-safe procedures (RSP) or general demolition.

3.11.1.1. Monthly use of live explosives is required for EOD qualification of Hazardous Duty Incentive Pay (HDIP) for demolition duty in accordance with DoD Financial Management Regulation, Volume 7a, (chapter 24, section 2404).

3.11.1.1.1. Either training (per paragraph 3.11.1) or actual explosives operations (e.g., emergency responses, combat operations, experimentation & testing, munitions

disposal, etc) fulfill the requirement for HDIP for demolition duty, as long as live explosives are used.

3.11.1.1.1.1. **(Added-AFDW)** Flight leaders will review monthly incentive pay qualification in Group I and other monthly training, verify all information is correct, and sign locally generated cover letter in each training folder.

3.11.1.1.1.2. **(Added-AFDW)** Individual AF Forms 623 must reflect the current training status and depict training completed for the last 18 months (minimum). Annual training report (ATR) must be printed and posted in the training folder every six months (June and December).

3.11.1.1.1.3. **(Added-AFDW)** Personnel who PCS to a flight after the start of the calendar year training cycle do not require waivers or make-up training for previously scheduled classes and exercises.

3.11.1.1.1.4. **(Added-AFDW)** The flight leader may waive any missed training except for monthly demolition pay certification, nuclear weapons training requirements, compliance requirements, OSHA requirements, and SORTS reportable training. Document waived training on the computer printout and AF Form 623a. Waive training only when the individual is knowledgeable or proficient on the item or task.

3.11.1.1.2. Document HDIP monthly qualifications on AF IMT 623a (or similar form) in the AFTR. Maintain HDIP qualification records with other EOD proficiency records for 24 months per AFRIMS Table 36-38, Rule 10.

#### 3.11.1.2. Waivers.

3.11.1.2.1. During periods of deployments and at locations where monthly qualification for Demolition Pay is not possible due to political, fiscal, or contingency reasons, personnel may be temporarily waived from this requirement (re: paragraph 1.8.5.2).

3.11.1.2.2. EOD Flights must validate, through the deployed/installation commander that no type of explosives operations may be performed (including explosive-operated tools) for the purpose of qualification proficiency training. Personnel will maintain a copy of the validated waiver with their individual training records.

3.11.1.3. EOD Flight management will ensure the finance office is notified when a member fails to perform the monthly demolition duty required for entitlement to HDIP (unless waived per paragraph 3.1.1.2.).

3.11.2. Group II – Semiannual Training Requirements. Classroom instruction and practical (hands-on) training for team members. During the classroom training tools are assembled, unique features and safety precautions briefed, and equipment applications and limitations discussed. Classroom instruction on procedures should coincide with Group IV practical exercises.

3.11.3. Group III – Annual Training Requirements. Annual classroom training on ordnance, tools and EOD techniques.

3.11.4. Group IV – Practical Training and Exercise Requirements. Team exercises allow members to apply classroom knowledge to formulate plans, select and use the proper equipment, manage personnel, and direct operations to resolve incidents or accidents involving EO.

3.11.4.1. **(Added-AFDW)** Not all personnel are required to physically take part in every practical training operation to satisfy minimum training requirements. Participation as an observer, instructor, evaluator, or participant will meet these needs.

3.11.4.2. **(Added-AFDW)** Use the standards outlined in Attachment 3 to develop and conduct practical exercises. Develop each scenario so as many of the required actions in the exercise standards can be performed. Hold simulations to an absolute minimum. Demonstrate any actions not performed afterwards.

3.11.4.3. **(Added-AFDW)** One of the two Improvised Explosive Device (IED) exercises will include a WMD threat scenario. Ensure your training documentation differentiates between the IED and WMD exercise.

3.11.5. Group V – Supplementary Training. Ancillary or other specialized training is required by directive to perform general or specific additional military duties.

### **3.12. Flight Master Training Plan**

3.12.1. Home Station Emergency Response (Stand-by). Flights will develop and use the Initial Job Qualification Standard (IJQS) to train and document home-station specific qualifications required to perform EOD standby duties. IJQS will include: committed aerospace platforms and munitions; safety programs; protective equipment; and installation response plans as a minimum.

3.12.2. Unit-Committed Munitions Listing (UCML). Flights use the UCML to build training requirements.

3.12.2. **(AFDW)** AFDW EOD flight will develop and maintain a Master Training Plan (MTP). The flight leader must review the MTP at least annually, update as necessary, and sign a new MTP cover letter. The MTP cover letter must address training standards, how and when classes are presented, T.O./publication review program, Monthly ACES-EOD familiarization, documentation of training and make-up training requirements. Ensure the MTP includes the following:

3.12.2.1. UCML can be obtained from the installation Munitions Accountable Supply Officer (MASO).

3.12.2.1. **(AFDW)** A written description of type and frequency of all flight training.

3.12.2.2. Use the UCML as a basis for the Master Training Plan, and as a guide for obtaining munitions training aids.

3.12.2.2. **(AFDW)** The annual schedule.

3.12.2.3. **(Added-AFDW)** All duty related tasks.

3.12.2.4. **(Added-AFDW)** How often training is accomplished. Include refresher requirements and interval.

3.12.2.5. **(Added-AFDW)** Practical exercise schedule.

3.12.2.6. **(Added-AFDW)** Ancillary training required.

3.12.2.7. **(Added-AFDW)** In-processing checklist that covers newly arriving members

3.12.3. Contingency training requirements.

3.12.3.1. Accomplish Prime BEEF requirements Category 1, 2, 3, & 4 training (i.e., Law of Armed Conflict, Bivouac, Use of Force, etc) in accordance with AFI 10-210.

3.12.3.2. Pre-deployment requirements. HAF/A7CX and HQ AFCESA CEXD collaborate with AFFOR commanders and other services to determine these requirements. This type of training is fluid and requirements are difficult to forecast. As of this publication, EOD personnel are required to attend CST and GATOR...future requirements may include Joint Service pre-deployment training and Common Battlefield Airman Training (CBAT) qualifications.

3.12.4. AFOSH and OSHA training requirements (AF IMT 55, *Employee Safety and Health Record* 8).

3.12.4.1. Document all ancillary training on the AF IMT 55. Flights will use the AF EOD standard AF IMT 55 as a template (available from the EOD Management CoP).

3.12.4.2. HQ AFCESA will provide a standard AF IMT 55 for MAJCOMs to add command- and installation-unique items. MAJCOMs and flights will supplement standard AF IMT 55 as necessary.

3.12.5. Nuclear Weapons Training.

3.12.5.1. All flights train on core nuclear tasks per 3E8X1 CFETP. Training consists of at least the following (See paragraph 3.5.4):

3.12.5.1.1. Annual classroom training on all active DoD systems (as a minimum using TO 60N-60-1 and 60N-60-6).

3.12.5.1.2. One annual Broken Arrow exercise (should be practical, but may be 'table-top' when necessary).

3.12.5.1.3. **(Added-AFDW)** Ensure training incorporates the full spectrum of weapon recovery activities up to the point that the site is stabilized and can safely withstand the wait for follow-on forces.

3.12.5.1.4. **(Added-AFDW)** NOTE: Participation in multi-service nuclear exercises (e.g., Direct Focus), national level nuclear exercises (e.g., Digit Pace) or evaluations/staff assistance visits by Inspector General or HQ AFDW 7XD fulfills the requirement for practical training. Insure the training is annotated in the individuals training record.

3.12.5.2. At AF EOD flights that provide direct nuclear support, personnel are trained to perform all necessary EOD actions from weapon stabilization to weapon recovery.

3.12.5.2.1. EOD personnel train on EOD nuclear procedures including, as a minimum, render safe procedures, continuation procedures, and component recovery tasks (identify and recover without violating warnings or safety precautions relating to all hazards).

3.12.5.2.2. EOD training on direct-supported systems consists of semi-annual classroom and annual practical training. Training on DoD systems not directly supported is per paragraph 3.12.5.1.1 above. One annual Broken Arrow exercise will involve at least one direct-supported system.

3.12.5.3. Type 3A/C trainers used exclusively for EOD training will be maintained in a WR configuration but may deviate from WR standards with Unsatisfactory Report (UR) approval. For those trainers not on the weapons maintenance account, the MUNS/MOO and owning agency (EOD flight) will work out a periodic inspection and maintenance schedule to fix deficiencies in order to keep the trainers in WR configuration, IAW AFI 21-204.

**3.13. EOD Advanced Training.** All EOD personnel, officer and enlisted, must be graduates of the Naval School EOD Basic Course.

3.13.1. SORTS Certification Training. EOD personnel must participate in activities IAW AFI 10-210. Report completion in Status of Resources and Training System (SORTS).

3.13.1.1. Silver Flag Exercise Site (SFES).

3.13.1.2. Warskills experience through Range Support Tasking (RST) participation. RST can be waived by a MAJCOM on recommendation from a deployed flight chief if the Airman participated in large area clearances for at least two weeks.

3.13.2. Formal Advanced Courses. EOD personnel should attend the following formal courses. The minimum rank and skill-level requirement for attending these courses are indicated below.

3.13.2.1. J5AZN3E871-00NA, *Advanced Improvised Explosive Device Disposal Course*: Rank: E-5/SSgt. Skill Level: 7-level. Personnel should attend every 48 Months.

3.13.2.2. J5AZO3E871-00DA, *Joint EOD Advanced Nuclear Training*: Rank: E-4/SrA. Skill level: 5-level. Personnel should attend every 72 months.

3.13.2.2.1. Within each MAJCOM, EOD forces tasked to support nuclear weapons have priority for attendance.

3.13.2.2.2. ARC EOD forces tasked to support nuclear weapons during contingencies will attend Joint EOD Advanced Nuclear Weapons training at least once.

3.13.3. Discretionary Advanced Courses. EOD personnel are frequently involved in joint missions and federal/civil operations. EOD personnel are encouraged to attend advanced training (domestic and foreign) from other military and civilian schools/courses in the following areas/topics:

3.13.3.1. Nuclear Weapon Accident/Incident

3.13.3.2. Advanced domestic and foreign IED Schools

3.13.3.3. Basic/Advanced Post-Blast Investigation

3.13.3.4. WMD, Proliferation and Response

3.13.3.5. Anti-terrorism and Operational Readiness

3.13.3.6. Hazardous Waste Operations

3.13.3.7. Confined Space Operations

3.13.3.8. Basic Rappelling and Fast Rope

3.13.3.9. Combat Lifesaver training

3.13.3.10. Close Quarters Marksmanship and Small Squad Tactics

3.13.3.11. Explosive Entry and Engineer Demolition Schools

**3.14. Flight Training Participation.** All EOD personnel at flight level will participate in flight training. Maintain training records on all personnel assigned to operational EOD flights.<sup>4</sup>

3.14.1. Flight Management. If management duties prevent the senior officer and senior non-commissioned officer of the flight from full participation in training, the following training as a minimum will be completed: monthly proficiency, nuclear weapons training, and SORTS reportable training (per AFI 10-210 and the 3E8X1 CFETP).

3.14.1.1. **(Added-AFDW)** EOD flight leaders are not allowed to certify flight members on any task by virtue of their position. All certifiers must be qualified and certified on the tasks they are certifying IAW AFI 36-2201, Developing, Managing, and Conducting Training.

3.14.2. Waived Training.

3.14.2.1. Flight management may waive any missed training except for monthly demolition pay certification; nuclear weapons, compliance, and AFOSH requirements; and SORTS reportable training.

3.14.2.2. Waive training only when the individual is knowledgeable or proficient on the item or task. Document all waived training on the computer training print out and the AF IMT 623a.

3.14.3. **(Added-AFDW)** Maintain lesson plans for bomb removal team, IED training, explosive ordnance reconnaissance training and other explosive training provided to other agencies

3.14.4. **(Added-AFDW)** Offer training to and provide training to local law enforcement agencies upon request. Training should identify the capabilities of EOD flight and the limitations of utilizing military personnel on civilian bomb disposal operations IAW DOD directives and environmental compliance requirements.

3.14.5. **(Added-AFDW)** Confined Space Awareness training will be conducted initially (8- or 16-hour course provided by contracted personnel). The AFCESA provided videotape will fulfill the annual refresher requirement. Document initial and annual training on each AF Form 55, Employee Safety and Health Record.

3.14.6. **(Added-AFDW)** HAZMAT First Responder Awareness training will be conducted initially and annual refresher thereafter. The readiness flight will provide this training. Document initial and annual training on each AF Form 55 or AF Form 1098.

---

<sup>4</sup> Maintain individual training records using the following RDS references: Proficiency training - Table 21-20, Rule 07-00; Qualification training - Table 36-38, Rule 28.00; Unit training - Table 36-38, Rule 06.00.



3.14.7. **(Added-AFDW)** Respiratory Protection Program training, to include a medical record review, fit tests for all assigned respirators and SCBA training will be conducted IAW AFOSHSTD 48-137, Respiratory Protection Program. After the initial training, which is provided by the base bioenvironmental engineer and the base fire department, the flight is responsible for semiannual classroom training and annual practical training/use during an exercise. Document initial and annual training on each AF Form 55.

3.14.8. **(Added-AFDW)** Emergency Response to Terrorism training (taught by the Readiness flight, FEMA, or computer based training) will be conducted once. When the individual receives a completion certificate, file it in the individual AF Form 623 and annotate on the AF Form 55

3.14.9. **(Added-AFDW)** Personnel Protective Equipment (PPE) training will be conducted on all assigned PPE. AFOSHSTD 91-501, AIR FORCE CONSOLIDATED OCCUPATIONAL SAFETY STANDARD will provide specific requirements.

3.14.9.1. **(Added-AFDW)** Any unit with commercial Level A protection will receive training from the base fire department or contracted personnel on the following:

3.14.9.2. **(Added-AFDW)** Suit maintenance and storage

3.14.9.3. **(Added-AFDW)** Decontamination and disposal (if applicable)

3.14.9.4. **(Added-AFDW)** Proper fitting

3.14.9.5. **(Added-AFDW)** Donning and Doffing

3.14.9.6. **(Added-AFDW)** Prior to use, during use and after use inspection procedures

3.14.9.7. **(Added-AFDW)** Limitations; to include extreme heat or cold

3.14.10. **(Added-AFDW)** Federal Hazard Communication Program (HAZCOM) training will be conducted initially and annually thereafter. Document initial and annual training on each AF Form 55.

3.14.11. **(Added-AFDW)** Maintain a read-file program to ensure all personnel are aware of new technical orders, changes, and other important issues pertaining to safety and the EOD field.

### **3.15. Air National Guard (ANG)/Air Force Reserve Command (AFRC) Training:**

3.15.1. Minimum Training Requirements. ANG and AFRC personnel will meet all upgrade training standards established for the career field.

3.15.1.1. The minimum required recurring training is listed in the CFETP 3E8X1.

3.15.1.2. AFRC training includes Secret Service and State Department VIP support requirements.

3.15.1.3. All ANG and AFRC personnel filling critical Unit Type Code (UTC) positions must participate in the Silver Flag program at least every three years not to exceed 45 months.

3.15.2. Spin-up Training Prior to Deployments. During periods of active duty force deployment, ANG and AFRC EOD forces augment remaining active EOD personnel as deployment and base sustainment forces.

3.15.2.1. During this period, ANG and AFRC personnel receive intensive training prior to deployment. A spin up period is required to fulfill USAF EOD qualification requirements to train on contingency specific ordnance, aircraft and equipment; and to study AOR specific TTP identified in the theater OOB and other foreign ordnance they may encounter during and after hostilities.

3.15.2.2. Air Reserve Component forces will be proficient to the levels noted in paragraphs 3.9.1 and 3.9.2 before the expected date of EOD force rotation.

### ***Section 3D—Publications***

#### **3.16. AF EOD CONOPs Development.**

3.16.1. HQ AFCESA/CEXD drafts the publication.

3.16.2. MAJCOM EOD representatives and relevant organizations review and provide comment.

3.16.3. HQ AFCESA/CEXD consolidates comments.

3.16.4. HQ AFCESA/CEXD Enlisted Manager Approves.

3.16.5. HQ AFCESA/CEXD Division Chief Approves.

3.16.6. CONOPS sent to MAJCOM A7Xs (e.g., the directorate over the EOD division) for review and comment.

3.16.7. HQ AFCESA/CEXD consolidates comments.

3.16.8. HQ AFCESA/CEX signs and approves.

3.16.9. CONOP is published and posted on the AF EOD Program Management CoP.

3.16.10. Normally, CONOPs are reviewed and updated every three years; however, this may be adjusted as required based on operational mission and programmatic priorities.

#### **3.17. Technical Order Distribution Office (TODO) Manager**

3.17.1. Technical Order Distribution Account (TODA). A TODA is serviced by the TODO and assigned as a sub-account of the TODO. (AF) TO Catalog (Chapter 2). A database providing information and current status of TOs currently active in the TO system. The catalog is used for management of TO libraries, developing requirements and preparing orders (Ref: AFTO 00-5-1, *AF Technical Order System*).

3.17.2. Joint Computer Aided Acquisition Logistics Support System (JCALS). This joint services program will modernize the management and operation of the TO system by providing world-wide digital network connectivity, improved management information processing, and the capability to produce, update, store, distribute and use TOs in digital formats. It has replaced the former management system, G022, and will eventually replace ATOS for TO publishing and the functions of ATOMS for TODO account management. It will allow online submittal of TO change requests, replacing the current AFTO Form 22, *Technical Manual (TM) Change Recommendation and Reply*, AF IMT 847, *Recommendation for Change of Publication* and several other processes.

3.17.3. **(Added-AFDW)** EOD Technical Publications:

3.17.3.1. **(Added-AFDW)** Designated on-scene commanders with proper clearance and need to know can have temporary access to EOD technical orders.

3.17.3.2. **(Added-AFDW)** Security personnel conducting information security program reviews may examine EOD publications in the performance of their duties. Limit this examination to those areas pertinent to the security issue. The inspector is not authorized to read the contents of any classified EOD publication.

3.17.3.3. **(Added-AFDW)** Each EOD unit will maintain the following TODO accounts:

3.17.3.3.1. **(Added-AFDW)** Non 60-series account

3.17.3.3.2. **(Added-AFDW)** 60-series account (Automated Explosive Ordnance Disposal Publications System)

3.17.3.3.3. **(Added-AFDW)** 60N-series account (Not mandatory for ARC)

3.17.4. **(Added-AFDW)** AFDW EOD units will support IOT&E and FOT&E of new ordnance items at AFDW bases. Obtain preliminary technical data in one of the following manners:

3.17.4.1. **(Added-AFDW)** Request validated EOD procedures from HQ AFDW A4/7XD. AFDW will ask Air Force Material Command for available technical publications, review the procedures, and approve or disapprove them for command use.

3.17.4.2. **(Added-AFDW)** Flights are authorized to develop and use preliminary tech data on new ordnance items for IOT&Es conducted by AFDW, provided the following requirements are met:

3.17.4.2.1. **(Added-AFDW)** The Technical Order Management Agency (TOMA) provides source data to the EOD flight 45 days before arrival of hardware.

3.17.4.2.2. **(Added-AFDW)** Contractors are available 30 days before arrival of hardware for resolution of problems and training with the data and/or hardware.

3.17.4.2.3. **(Added-AFDW)** The EOD flight, contractors, wing explosive safety (as a minimum), and a HQ AFDW 7XD representative (if possible) validate the preliminary procedures.

3.17.4.2.4. **(Added-AFDW)** HQ AFDW 7XD approves all preliminary procedures.

3.17.4.3. **(Added-AFDW)** Contact Det 63, Air Armament Center (AAC), if an EOD flight receives source data directly from a contractor or TOMA/Program Office. This allows Det 63 to start or track the program at NAVEODTECHDIV to provide 60-series coverage of the new acquisition item. This also allows Det 63 to provide the source data to other MAJCOMs as applicable. Acquiring data does not only apply to new weapons systems or ordnance items, but also to modifications of existing weapons systems or ordnance items in development by the AF and other branches of the military. Advise Det 63 concerning when and where any munitions testing will take place. This may present the opportunity to validate or verify EOD render safe and/or disposal procedures.

3.17.4.4. **(Added-AFDW)** Send any deficiencies in the source data to HQ AFDW 7XD and Det 63 for resolution. This may occur at any time during the process (contractor training, IOT&E, FOT&E, or when the flight initially reviews the source data).

3.17.4.5. **(Added-AFDW)** Deviations may be necessary based on the situation at hand. Report the deviations to HQ AFDW 7XD and Det 63 AAC.

### **3.18. FBI Bomb Data Center (FBI BDC).**

3.18.1. Overview. The FBI BDC and ATFAENRB collect information on IEDs and terrorist activities encountered by civil law enforcement, public safety, and military agencies, including types of IEDs found in various locations. They evaluate, record, and disseminate this data to authorized personnel and agencies participating in the program to aid in preparing contingency plans.

3.18.2. Discretionary Participation. All USAF EOD flights may participate in the FBI BDC and ATFAENRB programs and will maintain the respective program publications as directed by their MAJCOM. EOD flights may submit requests for hard copy FBI BDC reports by providing their complete flight address; DSN and Commercial phone numbers; and a POC to the FBI BDC at: FBI - Laboratory Building; Attn: Bomb Data Parkway; 2501 Investigation Parkway; Building 27961, Room 4310; Quantico, VA 22135. Main Telephone: (703) 632-8440. Fax: (703) 632-7853. Secure Fax: (703) 632-7852. Flights can also get the reports electronically by establishing a Law Enforcement Online (LEO) account.

3.18.3. Collaboration. EOD flights will not send any ACES-EOD incident reports directly to FBI BDC or ATFAENRB.

3.18.4. Special Markings. FBI and ATF documents that are preprinted with marking such as "RESTRICTED INFORMATION" and/or "LAW ENFORCEMENT SENSITIVE" will be treated as "FOR OFFICIAL USE ONLY" (FOUO)

3.18.5. Securing Restricted BDC Material. Handle FBI BDC material preprinted with the marking RESTRICTED INFORMATION as "FOR OFFICIAL USE ONLY" (FOUO) material. When no longer needed, destroy this material so unauthorized personnel cannot access it.

**3.19. (Added-AFDW) Operating Directives.** Use AFI 33-360V1, Publications Management Program, to develop formal instructions. Publish procedures for explosive operations IAW AFMAN 91-201, Explosives Safety Standards. Publish the following directives as a minimum.

3.19.1. **(Added-AFDW)** Base supplements to AFI 32-3001 and the AFDW supplement thereto will outline local policies and procedures for obtaining EOD assistance for response to emergency operations on and off base. Include responsibilities of wing staff agencies when a request is received. Coordinate the publication through all agencies either tasked by the directive or involved in the notification process.

3.19.2. **(Added-AFDW)** Develop and maintain the following squadron directives:

3.19.2.1. **(Added-AFDW)** Standby and recall procedures.

3.19.2.2. **(Added-AFDW)** Disposal and/or proficiency range operations.

3.19.2.3. **(Added-AFDW)** Clearance of munitions from bombing and gunnery ranges and inspection and disposition of munitions residue.

3.19.2.4. **(Added-AFDW)** Range/explosive demonstrations or open houses. OI must be routed through wing safety to HQ AFDW/SE at least 90 days prior to the scheduled demonstration.

3.19.2.5. **(Added-AFDW)** Operation and training procedures for assigned robotics systems not covered by 60 series technical orders.

3.19.2.6. **(Added-AFDW)** Use of EOD tools at off-range locations

3.19.2.7. **(Added-AFDW)** Explosive tools or operations not covered by technical data or AFI.

3.19.3. **(Added-AFDW)** Any EOD task certifier can perform any inspection or evaluation referenced in this instruction and supplement unless otherwise noted.

3.19.4. **(Added-AFDW)** The EOD task certifiers will:

3.19.4.1. **(Added-AFDW)** Prepare scenarios for team evaluations. Scenarios will be of sufficient depth and detail to ensure technical competence, equipment availability, and current technical data are used. Scenarios will be as realistic as possible and encompass possible situations that could be encountered in both war and peacetime.

3.19.4.2. **(Added-AFDW)** Perform yearly team operational evaluations.

3.19.4.2.1. **(Added-AFDW)** These EOD evaluations are designed to give EOD flight leadership feedback on the operational capabilities of the EOD flight. Perform team operational evaluations yearly (once per calendar year).

3.19.4.2.2. **(Added-AFDW)** if personnel are required to have a CFETP, verify they are CFETP task qualified prior to evaluation.

3.19.4.2.3. **(Added-AFDW)** Conduct the following evaluations:

3.19.4.2.3.1. **(Added-AFDW)** Broken Arrow

3.19.4.2.3.2. **(Added-AFDW)** IED/WMD

3.19.4.2.3.3. **(Added-AFDW)** Conventional

3.19.4.2.3.4. **(Added-AFDW)** Chemical (wartime defensive)

3.19.4.2.3.5. **(Added-AFDW)** Aircraft

3.19.4.2.3.6. **(Added-AFDW)** Air Base Recovery (ABR)/Ability to Survive and Operate (ATSO)

3.19.4.2.4. **(Added-AFDW)** Evaluation ratings are as follows:

3.19.4.2.4.1. **(Added-AFDW)** Pass--Successful accomplishment with no equipment, technical data or personnel deficiencies that preclude completion of the operation.

3.19.4.2.4.2. **(Added-AFDW)** Fail--Any of the following constitutes a failed rating:

3.19.4.2.4.2.1. **(Added-AFDW)** The team commits a safety error.

3.19.4.2.4.2.2. **(Added-AFDW)** The team commits more than four technical errors.

3.19.4.2.4.2.3. **(Added-AFDW)** The team demonstrated a lack of professional competence to such a degree that the specific operation being

evaluated could not be completed.

3.19.4.2.5. **(Added-AFDW)** Reevaluate the team/individual within 30 days if failure occurs.

3.19.4.3. **(Added-AFDW)** Perform functional area inspections yearly. Flight self-inspections will not be used to fulfill the requirement for inspections by the QA element.

3.19.4.3.1. **(Added-AFDW)** All OCRs will review and update their assigned attachment and submit validated copies, with all references, to HQ AFDW 7XD not later than 1 October of each year. HQ AFDW 7XD will post validated self-inspection guides on the AFDW EOD web page on the AF Portal by 1 January each year. The following are OCRs for the specific self-inspection guide listed:

3.19.4.3.1.1. **(Added-AFDW)** Quality Assurance

3.19.4.3.1.2. **(Added-AFDW)** Administration

3.19.4.3.1.3. **(Added-AFDW)** Flight Management

3.19.4.3.1.4. **(Added-AFDW)** Equipment

3.19.4.3.1.5. **(Added-AFDW)** Operations

3.19.4.3.1.6. **(Added-AFDW)** Technical Orders

3.19.4.3.1.7. **(Added-AFDW)** Supply

3.19.4.3.1.8. **(Added-AFDW)** Training

3.19.4.3.1.9. **(Added-AFDW)** Training and Disposal Ranges

3.19.4.3.1.10. **(Added-AFDW)** Munitions Residue Certification

3.19.4.3.1.11. **(Added-AFDW)** Munitions Accounts-AFK

3.19.4.4. **(Added-AFDW)** EOD Quality Assurance (QA) Element. The flight leader is responsible to ensure the flight Quality Assurance program identifies problem areas and trends, and includes a method to track, monitor and close deficiencies.

3.19.4.4.1. **(Added-AFDW)** NOTE: Evaluations by IG or HQ AFDW 7XD personnel may be used to fulfill the yearly evaluation/certification requirement. Insure the appropriate reports are initiated and the discrepancies are tracked and closed.

3.19.4.5. **(Added-AFDW)** The flight leader will designate a leader of the EOD QA element. This person will be the QA focal point to ensure standardization of methods, procedures, and documentation.

3.19.4.6. **(Added-AFDW)** Develop a method to track, monitor, and close discrepancies identified from team evaluations and functional area inspections. Keep evaluation results for 2 years and review them prior to similar evaluations.

3.19.4.7. **(Added-AFDW)** Report evaluation results as described below.

3.19.4.7.1. **(Added-AFDW)** Record team evaluations and functional area inspections on AF Form 2419, Routing and Review of Quality Control Reports.

Observations and recommendations will be annotated on AF Form 2420, Quality Control Inspection Summary or Automated system or form.

3.19.4.7.2. **(Added-AFDW)** Route team evaluation results from the evaluator, through the team/section chief and flight leader, to the BCE. Functional area inspections should be routed through the BCE when necessary to elevate problem resolution.

**3.20. (Added-AFDW) Command EOD Program Review.** The AFDW EOD Program Review is designed to provide advanced training that is beyond the ability of a standard unit training program. It is a management tool to ensure the advancement of EOD operations and support for current mission taskings of EOD across the command. Flights should schedule a command program review every 36 months or after a major personnel turnover.

**3.21. (Added-AFDW) EOD TEAM EVALUATION AND INSPECTION CRITERIA.**

3.21.1. **(Added-AFDW)** Program Review will center on new requirements, equipment, techniques, and threats. This will allow valuable cross-flow of information on the types of incidents and the latest in bomb technology.

3.21.1.1. **(Added-AFDW)** Response to an Aircraft Emergency. The team is required to demonstrate:

3.21.1.1.1. **(Added-AFDW)** Response to an incident with personnel, technical data, and equipment.

3.21.1.1.2. **(Added-AFDW)** Knowledge of general hazards, special hazards, and safety precautions pertaining to the aircraft.

3.21.1.1.3. **(Added-AFDW)** Identification and location of armament system components (bomb racks, pylons, guns, launchers).

3.21.1.1.4. **(Added-AFDW)** Identification of explosive ordnance installed on the aircraft.

3.21.1.1.5. **(Added-AFDW)** EOD procedures to gain access, safe and remove hazardous explosive components and munitions. Download munitions only when the specific item RSP requires this action.

3.21.1.1.6. **(Added-AFDW)** Command and control.

3.21.1.1.7. **(Added-AFDW)** Situational awareness.

3.21.2. **(Added-AFDW)** Program Reviews do not replace unit training, operational readiness inspections, unit compliance inspections, command inspector general requirements, or staff assistance visits.

3.21.3. **(Added-AFDW)** ABR/ATSO:

3.21.3.1. **(Added-AFDW)** Conduct the exercise using a scenario that incorporates at least four of the following items.

3.21.3.1.1. **(Added-AFDW)** GP bomb.

3.21.3.1.2. **(Added-AFDW)** Dispensers, sub-munitions.

3.21.3.1.3. **(Added-AFDW)** Rockets, missiles.

- 3.21.3.1.4. **(Added-AFDW)** Random delay fuzing.
- 3.21.3.1.5. **(Added-AFDW)** Buried ordnance (hole of entry).
- 3.21.3.1.6. **(Added-AFDW)** Bombs on or near the surface.
- 3.21.3.2. **(Added-AFDW)** The team will be required to demonstrate:
  - 3.21.3.2.1. **(Added-AFDW)** Response to incidents with personnel, technical data, and equipment and explosives.
  - 3.21.3.2.2. **(Added-AFDW)** Knowledge of general hazards, special hazards, and safety precautions pertaining to ordnance.
  - 3.21.3.2.3. **(Added-AFDW)** Reconnaissance, identification, and the ability to locate unexploded ordnance and associated components (guidance sections, control sections, fins, dispensers).
  - 3.21.3.2.4. **(Added-AFDW)** Plotting of unexploded ordnance on the minimum operating strip (MOS).
  - 3.21.3.2.5. **(Added-AFDW)** EOD procedures to gain access, safe, and remove hazardous unexploded ordnance affecting aircraft operating surfaces.
  - 3.21.3.2.6. **(Added-AFDW)** Use of personal protective equipment and protective measures to limit collateral damage to vital resources.
  - 3.21.3.2.7. **(Added-AFDW)** Accomplishment of prescribed and improvised RSPs.
  - 3.21.3.2.8. **(Added-AFDW)** Command and control.
  - 3.21.3.2.9. **(Added-AFDW)** Situational awareness.
  - 3.21.3.2.10. **(Added-AFDW)** Assignment of appropriate category of response (AFJI 32-3002)
- 3.21.4. **(Added-AFDW)** The program review team will be comprised of one person from the AFDW EOD staff.
  - 3.21.4.1. **(Added-AFDW)** Broken Arrow Operation. The team will be required to demonstrate:
    - 3.21.4.1.1. **(Added-AFDW)** Response to incident with appropriate personnel, technical data and equipment.
  - 3.21.4.2. **(Added-AFDW)** Use of personal protective equipment (clothing, SCBA, mask, etc.).
  - 3.21.4.3. **(Added-AFDW)** Use of appropriate detecting and monitoring equipment.
  - 3.21.4.4. **(Added-AFDW)** Initial reconnaissance.
  - 3.21.4.5. **(Added-AFDW)** Preparation of EOD portion of recovery plan.
  - 3.21.4.6. **(Added-AFDW)** Render safe procedures.
  - 3.21.4.7. **(Added-AFDW)** Disposal procedures.



3.21.4.8. **(Added-AFDW)** Knowledge of hazardous and classified weapons components.

3.21.4.9. **(Added-AFDW)** Initial packaging and marking of contaminated material.

3.21.4.10. **(Added-AFDW)** Reporting actions.

3.21.4.11. **(Added-AFDW)** All required briefings.

3.21.4.12. **(Added-AFDW)** Command and control.

3.21.4.13. **(Added-AFDW)** Situational awareness.

3.21.4.14. **(Added-AFDW)** Work site contamination control.

3.21.4.15. **(Added-AFDW)** IRT procedures as defined in DOD 5200.52M.

3.21.5. **(Added-AFDW)** The team will conduct EOD training to enhance individual and team proficiency. This training will include use of operating instructions, safing procedures for assigned munitions and aircraft, and use of tools and equipment. Team members will review other areas upon request from the flight leader.

3.21.5.1. **(Added-AFDW)** Improvised Explosive Device (IED) Operations. The team will be required to demonstrate (as applicable):

3.21.5.1.1. **(Added-AFDW)** Response to the incident with personnel, technical data, equipment and explosives.

3.21.5.2. **(Added-AFDW)** Transportation to a disposal site.

3.21.5.3. **(Added-AFDW)** Final disposal.

3.21.5.4. **(Added-AFDW)** Reporting actions.

3.21.5.5. **(Added-AFDW)** Command and control.

3.21.5.6. **(Added-AFDW)** Situational awareness.

3.21.5.7. **(Added-AFDW)** Assignment of appropriate category of response

3.21.5.8. **(Added-AFDW)** Use of protective works

3.21.5.9. **(Added-AFDW)** Availability and use of decontamination equipment and personnel

3.21.5.10. **(Added-AFDW)** Packaging and marking of contaminated material

3.21.5.11. **(Added-AFDW)** Work site contamination control

3.21.5.12. **(Added-AFDW)** Initial reconnaissance.

3.21.5.13. **(Added-AFDW)** Personal decontamination

3.21.5.14. **(Added-AFDW)** Use of assigned robot.

3.21.5.15. **(Added-AFDW)** Use of protective clothing and equipment (NBC agent and forensic).

3.21.5.16. **(Added-AFDW)** Use of appropriate detecting and monitoring equipment.

3.21.5.17. **(Added-AFDW)** Planning EOD actions.

- 3.21.5.18. **(Added-AFDW)** Remote access procedures.
- 3.21.5.19. **(Added-AFDW)** Render safe and neutralizing procedures.
- 3.21.5.20. **(Added-AFDW)** Search for secondary devices.
- 3.21.6. **(Added-AFDW)** The team will provide in-depth training and procedural guidance for special interest, newly procured equipment, and the latest version of threat scenarios.
  - 3.21.6.1. **(Added-AFDW)** Chemical Operation (Wartime Defensive Only). Team will be required to demonstrate:
    - 3.21.6.1.1. **(Added-AFDW)** Response to incident with personnel, technical data, equipment and explosives.
  - 3.21.6.2. **(Added-AFDW)** Command and control.
  - 3.21.6.3. **(Added-AFDW)** Situational awareness.
  - 3.21.6.4. **(Added-AFDW)** Work site contamination control.
  - 3.21.6.5. **(Added-AFDW)** Personal decontamination.
  - 3.21.6.6. **(Added-AFDW)** Use of detection equipment.
  - 3.21.6.7. **(Added-AFDW)** Use of protective equipment.
  - 3.21.6.8. **(Added-AFDW)** Initial reconnaissance.
  - 3.21.6.9. **(Added-AFDW)** Planning EOD actions.
  - 3.21.6.10. **(Added-AFDW)** Leak sealing procedures.
  - 3.21.6.11. **(Added-AFDW)** Rendering safe procedures.
  - 3.21.6.12. **(Added-AFDW)** Final disposal.
  - 3.21.6.13. **(Added-AFDW)** Reporting actions.
- 3.21.7. **(Added-AFDW)** Conventional Operation. The team will be required to demonstrate:
  - 3.21.7.1. **(Added-AFDW)** Response to an incident with personnel, technical data, equipment and explosives.
  - 3.21.7.2. **(Added-AFDW)** Initial reconnaissance.
  - 3.21.7.3. **(Added-AFDW)** Planning EOD actions.
  - 3.21.7.4. **(Added-AFDW)** Proper use of required EOD tools.
  - 3.21.7.5. **(Added-AFDW)** Render safe procedures.
  - 3.21.7.6. **(Added-AFDW)** Final disposal.
  - 3.21.7.7. **(Added-AFDW)** Reporting action.
  - 3.21.7.8. **(Added-AFDW)** Command and control.
  - 3.21.7.9. **(Added-AFDW)** Situational awareness.

3.21.8. (**Added-AFDW**) As a minimum, the team chief will in-brief the EOD flight. An in-brief for the BCE is optional. The program review team and flight leader will collectively develop an outline of accomplishments and provide the BCE with an out-briefing.

## Chapter 4

### LOGISTICS / A4

**4.1. Overview.** The ESLs identifies Base Support and EOD mobility equipment required to support home-station, contingency, and operational plans. HQ AFCESA/CEXD publishes and distributes to MAJCOMs for implementation. MAJCOMs must use this document when determining equipment requirements for their flights. The mobility ESLs identifies SORTS reportable equipment.

**4.2. Equipment Supply Listings (ESL).** MAJCOMs must adhere to the ESL requirements to standardize equipment throughout the Air Force EOD program. To ensure standardization of EOD equipment and supplies, recommended changes to any part of the ESL must have the concurrence of EOD Equipment Working Group members and be approved by HQ AFCESACEXD (up to the monetary limits set by the CERB). Major ESL changes (those which modify the capability of a UTC) should be reviewed by the EODP (out-of-cycle if necessary). The EODP can request the EWG to readdress an ESL issue. ESLs are available on the AF EOD Program Management CoP at <https://afkm.wpafb.af.mil/ASPs/CoP/EntryCoP.asp?Filter=OO-EN-CE-49>.

4.2.1. Accountability. Individuals must maintain and protect all items issued to them. When reassigned, issued personal equipment accompanies the individual as professional equipment. The losing flight must forward one copy of the individual's AF IMT 538 or a computer-generated form to the gaining flight to ensure accountability. The individual must hand carry one copy. **Note:** Active duty and ARC will conduct transfers within their respective Program Element Codes.

4.2.2. ESL Updates. MAJCOMs provide an updated equipment spreadsheet to HQ AFCESA/CEXD semiannually (October and May). HQ AFCESA/CEXD consolidates MAJCOM inputs for use during the POM Build and Munitions Buy Budget process. All items on the ESL with an allowance source code will be placed on the CA-CRL (R-14) per AFMAN 23-110, *USAF Supply Manual*, chapter 22.

4.2.2.1. **(Added-AFDW)** Report any excess EOD equipment to HQ AFDW 7XD for possible redistribution.

4.2.3. Allowance Source Codes (ASC). ASCs are identified on each ESL for equipment items.

4.2.4. Unit Supply Accounts. EOD Flights must maintain an equipment, munitions, supply, and weapons accounts in accordance with Air Force guidance and local directives.

4.2.5. **(Added-AFDW)** Flights will budget for a minimum of 10% of funded positions for personal retention gear annually. The flight must develop a prioritized personal equipment requirement listing for new personnel arriving from EOD School.

## Chapter 5

### STRATEGIC PLANS AND REQUIREMENTS / A5

#### 5.1. Air Force Deliberate Planning.

5.1.1. USAF War Mobilization Plan (WMP). The WMP is discussed in AFMAN 10-401, *Operational Plan and Concept Plan Development and Implementation*. The WMP is the principle AF document that feeds the joint-service planning system – specifically, the Joint Strategic Capabilities Plan (JSCP). The WMP is a five-volume Air Force document that provides Air Staff and USAF commanders with current policies, forces, and planning factors for conducting and supporting wartime operations. Volume 1 (WMP-1) is important for flights: WMP-1, Annex S, Appendix 9 outlines EOD wartime posturing, capability, and deliberate planning for worst-case scenarios. Flight managers should be familiar with EOD capabilities and the deliberate planning factors. Flights comply with paragraph 1.2.7 of this instruction to ensure correct UTC data is available for loading in the TPFDD libraries.

5.1.1.1. WMP-3, Part 2, is the list of combat and support forces, by UTC and location, available to the war-planners and combatant commanders. Flights comply with paragraph 1.2.8 of this instruction to ensure correctness of WMP-3, Part 2.

5.1.2. DOC-Taskings. DOC-Taskings outline which OPlan flights are attached to, and the UTCs they are required to posture (as well as SORTS and ART reporting requirements).

#### 5.2. Wing/Installation Contingency and Support Plans.

5.2.1. Review Plans. Review Wing/Installation Contingency and Support Plans annually. These plans are normally available through Wing Plans (XP or A5) office.

5.2.2. Garrison Expeditionary Support Plans (GESp). Every base has this plan. Ensure EOD requirements are listed in this plan. It explains the *Ready Augmentee Program* requirements, vehicle needs, and other parameters of support.

5.2.3. Emergency Management (EM) Planning. EM planning is covered in AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*. EOD flights use EM planning in addition to the EOD mission CONOPs to assist in developing team chief guides for emergency response.

#### 5.3. Plan Sourcing Procedures.

5.3.1. UTC Availability. EOD flight chief in conjunction with the Unit Deployment Manager (UDM) will update ART and SORTS in accordance with local procedures and AFI 10-210.

5.3.2. Deployed TOs. Deployed teams must coordinate with theater EOD functional with the number of TO sets dispatched so TO distribution can be identified at the deployed base. Gaining MAJCOMs will coordinate with Detachment 63 and HQ AFCESA/CEXD so that the deployed team can receive a new TODO account. HQ AFCESA will establish a new flight within ACES EOD.

## Chapter 6

### SIGNAL AND COMMUNICATIONS / A6

**6.1. Home station LMR requirements.** In addition to a dedicated EOD net, EOD Flights will have access to a minimum of the following radio nets: airfield control tower, fire/crash, CE, Security Forces, and supported ranges (as required).

**6.2. Tactical communications.** These requirements are listed in the EOD ESL.

**6.3. COMSEC.** EOD flights must have COMSEC accounts for management of secure communications and navigational AIDS.

**6.4. Satellite Communications.** Prior to acquisition, coordinate satellite communications terminal purchases with MAJCOM EOD functional management, HQ AFCESA/CEXD, and the local communications squadron to ensure equipment interoperability, frequency approval, downlink support and satellite service access/availability.

**6.5. Frequency Management.** Flights and MAJCOMs must obtain radio frequency assignment for EOD electronic tools (e.g., Counter Radio-controlled IED Electronic Warfare (CREW) devices, robots, remote firing devices, x-ray devices, etc) from base level spectrum manager or the Air Force Frequency Management Agency (AFFMA) (DoDD 4650.1, *Policy for Management and Use of the Electromagnetic Spectrum*, and AFMAN 33-120, *Electromagnetic Spectrum Management*).

6.5.1. Even if EOD electronic tools have prior joint-service or Air Force spectrum certification, flights must coordinate local equipment spectrum certification prior to equipment being placed in operation using DD Form 1494, *Application for Equipment Frequency Allocation*.<sup>5</sup> Be sure to plan for foreign frequency authorizations for potential forward deployed locations.

6.5.2. Use of electronic attack equipment (e.g. CREW) requires frequency assignment for training, testing, and exercises. Chairman Joint Chiefs of Staff Manual (CJCSM) 3212.02B, *Performing Electronic Attack in the United States and Canada for Tests, Training, and Exercises*, is the official guidance for frequency clearance procedures for performing electronic attack.

---

<sup>5</sup> The requirement and application instructions for spectrum supportability of CREW devices are in the Joint IED Defeat Office (JIEDDO) Director's Policy Letter #10, Submission of DD Form 1494, *Application for Equipment Frequency Allocation*, 16 Oct 06, available through the installation spectrum manager from AFFMA/XP.

## Chapter 7

### INSTALLATIONS AND MISSION SUPPORT / A7

#### *Section 7A—Facilities*

**7.1. EOD Facilities Requirements.** EOD Facility guidelines are provided in AFH 32-1084, *Facility Requirements*, under Category Group 14; Land Operations Facilities; Category Code 141-165. Use the below current parameters in conjunction with AFH 32-1084.

##### 7.1.1. Functional Requirements.

7.1.1.1. EOD facilities require an operations control center containing state of the art communications and visual aids to include base, local and state maps covering the flights Area of Responsibility (AOR).

7.1.1.2. The EOD training room is used to conduct in-house and outside agency training and must be certified for classified briefings, at the Secret level.

7.1.1.3. The facility will have an industrial work area suitable to conduct general maintenance on assigned equipment and robotic platforms. Due to the storage of hazardous materials and high noise levels, this area should be physically separated from other administrative and inhabited areas.

7.1.1.4. Equipment storage bay capable of providing secure storage of first responder equipment, mobility packages, base support, and personal protective equipment. Facilities will have enclosed storage for Base Support Emergency Response Vehicle (BSERV) and the All-purpose Remote Transport System (ARTS) robotic platforms.

7.1.1.5. Facilities will have latrines for both male and female personnel with showers; secure storage for firearms and classified material/SIPRNET; washer and dryer; and a kitchenette suitable to sustain 24-hour operations.

7.1.1.6. EOD facilities will be sited at “inhabited building” distance from any explosives site in accordance with AFMAN 91-201, *Air Force Explosives Safety Standards*. All inhabited and industrial work areas must be environmentally controlled.

7.1.2. Spatial Requirements. Space requirements are based on AFMS/CBMD, amount of assigned base support and Designed Operational Capability (DOC) tasked equipment and vehicles (See Attachment 4).

7.1.3. Criteria, Applicability and Justification. EOD personnel provide a 24-hour CBRNE capability to aircraft recovery operations, explosives-related incidents, and weapons of mass destruction or other terrorist-related events. EOD personnel conduct extensive in-house proficiency training and provide base-populace training on explosive ordnance reconnaissance, improvised explosive device, canine and vehicle search procedures, certification on use of pyrotechnics, explosives safety, and aircraft explosive hazard familiarization.

7.1.4. Special Features. The EOD facility must meet requirements for storage of hazardous and explosive materials, classified information, and firearms according to DoD 6055.9-STD, *DoD Explosives Safety Standards*, AFMAN 91-201, *Air Force Explosives Safety Standards*

and other federal, state, and local laws. EOD facilities will maintain a SIPRNET/Secure Telephone Equipment (STE); Fax; DSN/Commercial/Fax lines; and LMR (base stations). Mobility and other flight general-purpose vehicles will be stored in a secure fenced in, covered, and lighted area. Equipment load out areas will also have sufficient lighting for safe load out of equipment. The EOD Proficiency training range is required under category code 831-173. Explosives will be stored according to DoD 6055.9-STD and AFMAN 91-201.

### ***Section 7B—Federal and Civil Support***

**7.2. Installation Support to Off-Base EOD Response.** As outlined in DoDD 2000.13, *Civil Affairs*, this section provides EOD guidance to meet the life sustaining needs of the civilian population and provide expertise to restore civilian sector functions.

7.2.1. Support Staff. The installation commander or designee, a Public Affairs representative, and a JA representative should accompany the EOD team to the location of the incident. However, emergency responses to potentially life-threatening emergencies will not be delayed awaiting legal reviews or unified media responses.

7.2.1.1. The commander may designate the senior EOD team member as his representative pending determination of the need for additional support.

7.2.1.2. The PA and JA representatives may be in “on-call” status pending determination of the need for additional support.

7.2.2. Risk Category. An incident risk category is assigned per AFJI-32-3002, *Interservice Responsibilities for EOD*. Commanders must limit exposure of EOD personnel to risk of injury or loss of life unless the critical nature of the threat to the civilian population clearly justifies the risk. Base the risk decision on a joint assessment of the incident by the senior EOD representative and the on-scene commander.

7.2.3. Response Parameters. See details for responding to military ordnance and to non-military devices/explosives in paragraph 3.1.4.

### **7.3. EOD Assistance to Civil authorities.**

7.3.1. Directive Authority. This section provides guidance for emergency EOD response to hazardous explosives, or explosive devices, that threaten the civil populace, authorizing installation commanders, on request from civil authorities, to provide EOD assistance per the following conditions:

7.3.1.1. All off-installation EOD emergency responses in support of civil authorities are initially treated as “immediate response” requests under DoD Directives 3025.1, *Military Support to Civil Authorities (MSCA)* and 3025.15, *Military Assistance to Civil Authorities* until an on-site EOD assessment of the situation determines otherwise.

7.3.1.2. As soon as practical, the particulars of the support to civil authorities (see paragraph 3.1.4) will be provided, through command post channels, to the National Military Command Center (NMCC).

7.3.1.3. All MSCA response activities will be conducted in accordance with AFD 10-8, *Homeland Defense and Civil Support*, and AFI 10-802, *Military Support to Civil Authorities*.



7.3.2. Reimbursement of civil EOD support. Flights will coordinate with their installation legal office and financial management/comptroller to build a list of expenses that are eligible for reimbursement and clarify when reimbursement for EOD support should be billed to civil authorities (e.g., loss of military specialized equipment, travel/per-diem costs, and/or military man-hours). Reimbursement applies only for response actions to non-military munitions. Emergency EOD support will not be withheld due to lack of reimbursement. Flights will also:

7.3.2.1. Maintain logs of expenses incurred and resources expended when providing support to civil authorities.

7.3.2.2. Report all MSCA support to their local Command Post and Comptroller.

7.3.2.3. Work with their local Comptroller to develop procedures to seek reimbursement for EOD support provided to local and federal civil authorities.

## Chapter 8

### PROGRAMS AND FINANCIAL MANAGEMENT / A8

#### 8.1. Civil Engineer Financial Planning and Budgeting.

8.1.1. Program Planning – Facility Operations Model (FOM). AFI 32-10140, *Programming and Budgeting Appropriated Funded Facilities Operation Requirements*, implements the programming and budgeting appropriated funded facilities operation requirements.

8.1.2.1. The FOM outlines and formats Active Duty operational budgetary requirements. It identifies major program entities for each EOD flight's funding (i.e., personnel authorized, equipment UTCs, flights, mission parameters, etc) for forecasting purposes.

8.1.2.2. EOD flights provide changes to the FOM per local requirements with info copy to their MAJCOM functional manager:

8.1.2.1.1. MAJCOMs will consolidate flight data and report all changes to established programs (such as changes in DOC-tasked UTCs, authorized manning, or mission changes) to AFCESA annually after budget submission.

8.1.2.1.2. Identify recurring unique requirements not covered in standard AF EOD missions for addition in the FOM.

8.1.2.2. HQ AFCESA/CEXD will maintain the FOM model and be the Air Force focal point for inputting all EOD flight requirements.

8.1.3. Budget Forecasting. Flights will use available financial management tools to forecast budgets. Flights should use a three-year historical basis to average and track expenditures.

**Note:** Factor USSS support based on either election or non-election year averages, as applicable.

**8.2. Cost Center Management (Budgets).** Flight managers must prepare flight budgets, ensure requirements are incorporated into the parent flight budget, monitor funds expenditure through the year, and request additional funds when needed. Close coordination with squadron Resources Managers and owning MAJCOM EOD staff is critical in an effective Planning, Programming, Budgeting and Execution (PPBE) process.

## Chapter 9

### ASSESSMENTS, LESSONS LEARNED, AND EXERCISES / A9

**9.1. Lessons Learned (LLs) Tracking.** All levels of command may report lessons learned. After Action Reports are normally completed at deployed location or within 30 days after completion of an operation.

9.1.1. Submitting LLs. A person or flight having LLs provides the issues in writing to the contingency theater headquarters staff and to the parent MAJCOM EOD Staff for review and consolidation, ensuring there is no redundancy in the Joint Universal Lessons Learned System (JULLS). . MAJCOMs forward LLs to HQ AFCESA for presentation to the EOD Panel (EODP), or out-of-cycle EODP review if necessary.

9.1.2. EODP Actions. The EODP will discuss and determine if the LLs warrant the expenditure of resources. If the EODP accepts/approves the LLs, they are linked to EODP Action Items for tracking and resolution.

9.1.3. HQ AFCESA Actions. CEXD uses a Lessons Learned (LL) database to track LL until the ACES EOD LL Module becomes available. Manage the ACES EOD LL IAW the ACES EOD CONOP and ACES Users Manual.

### 9.2. EODP Action Item Process.

#### 9.2.1. Submitting Action Items.

9.2.1.1. Any EOD technician, flight, or agency having a proposal to bring before EODP must have MAJCOM EOD staff review and sponsorship for the proposal.

9.2.1.2. The EODP is the first level for AF-level issues and recommendations affecting the AF EOD career field. A proposal brought before the EODP must be done in compliance with the EODP charter.

#### 9.2.2. Processing Action Items.

9.2.2.1. The EODP will discuss and determine if the proposal warrants the expenditure of resources. The EODP takes appropriate action after the proposal is voted on (e.g., create an action item).

9.2.2.2. Each EODP action item is assigned an OPR, and actions toward completion are tracked in a HQ AFCESA/CEXD database. The data base is updated and managed throughout the year and scrubbed semi-annually during EODP meetings. Action Items are incorporated into the AF EOD Business Plan when appropriate.

9.2.2.3. Action items involving CE policy or funding issues may require review and approval by the Civil Engineer Readiness Board (CERB) or the Civil Engineer Readiness Council (CERC).

### 9.3. Exercise Support and Planning.

9.3.1. Home-Station Support. EOD flights should provide an additional duty member to the installation exercise evaluation team.

9.3.2. EOD Support to Deployed Exercises. Unless on-site USAF EOD support is available at the exercise locations, MAJCOMs must provide EOD teams to support all aircraft deployment exercises when munitions are used. On-site USAF EOD support is necessary to provide safe and timely support for aircraft and munitions operations. **Note:** EOD from other US service components may be employed after a commander's multi-functional ORM assessment and approval. In such cases, commanders should obtain, in advance, a documented memorandum of agreement for dedicated support to the Air Force exercise.

**9.4. Quality Assurance (QA).** All EOD flights will have some form of QA program. For example, smaller EOD flights may choose to adopt the parent squadron/wing program but flights (especially those larger than 20 authorized personnel) are encouraged to have an in-flight program with a dedicated QA person/section.

9.4.1. **(Added-AFDW)** EOD flight will have an in-house Quality Assurance program.

## Chapter 10

### FORMS MANAGEMENT.

#### 10.1. Forms Prescribed.

None.

#### 10.2. Forms Adopted.

DD Form 1494, *Application for Equipment Frequency Allocation.*

DD Form 2335, *EOD Identification Card/Credentials.*

AF IMT 55, *Employee Safety and Health Record.*

AF IMT 403, *Request for Special Technical Training.*

AF IMT 538, *Personal Clothing and Equipment Record.*

AF IMT 623a, *On the Job Training Record Continuation Sheet.*

AF IMT 847, *Recommendation for Change of Publication.*

AFTO IMT 22, *Technical Manual (TM) Change Recommendation and Reply*

**(Added)(AFDW)** AF Form 1098, *Special Task Certification and Recurring Training*

**(Added)(AFDW)** AF Form 2420, *Quality Control Inspection Summary*

KEVIN J. SULLIVAN, Lt General, USAF  
DCS/Installations, Logistics & Mission Support

**(AFDW)**

RALPH JODICE, Major General, USAF  
Commander

**ATTACHMENT 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References*****DoD Directives, Regulations and Instructions**

DoDD 2000.13, *Civil Affairs*, 27 Jun 94

DoDD 2000.19E, *Joint Improvised Explosive Device Defeat Organization (JIEDDO)*, 14 Feb 06

DoDD 3025.1, *Military Support to Civil Authorities (MSCA)*, 15 Jan 93

DoDD 3025.12, *Military Assistance for Civil Disturbances (MACDIS)*, 4 Feb 94

DoDD 3025.13, *Employment of DoD Resources in Support of the United States Secret Service*, 13 Sep 85

DoDD 3025.15, *Military Assistance to Civil Authorities*, 18 Feb 97

DoDD 3150.2, *DoD Nuclear Weapon System Safety Program*, 23 Dec 96

DoDD 3150.5, *DoD response to Improvised Nuclear Device (IND) Incidents*, 24 Mar 87

DoDI 3200.16, *Operational Range Clearance*, 13 Jun 05

DoDI 4140.62, *Management and Disposition of Material Potentially Presenting an Explosive Hazard (MPPEH)*, 3 Dec 04

DoDD 4650.1, *Policy for Management and Use of the Electromagnetic Spectrum*, 8 Jun 04

DoDD 4715.11, *Environmental and Explosives Safety Management on DoD Active and Inactive Ranges within the United States*, 10 May 04

DoDD 4715.12, *Environmental and Explosives Safety Management on DoD Active and Inactive Ranges Outside the United States*, 12 Jul 04

DoDI 5030.34, *Agreement Between the USSS and the DoD Concerning Protection of the President and Other Officials*, 17 Sep 86

DoDD 5101.13, *DoD Executive Agent for the Unexploded Ordnance Center of Excellence (UXOCOE)*, 2 Mar 06

DoDD 5101.14, *DoD Executive Agent and Single Manager for Military Ground-Based Counter Radio-Controlled IED Electronic Warfare (CREW) Technology*, 11 Jun 07

DoDD 5160.62, *Single Manager Responsibility for Military Explosive Ordnance Disposal Technology and Training*, 26 Apr 89

DoDD 5210.42/AFMAN 10-3902, *Nuclear Weapon Personnel Reliability Program*, 13 Nov 06

DoDD 5210.55, *DoD Presidential Support Program*, 15 Dec 98

DoD 6055.9-STD, *DoD Ammunition and Explosives Safety Standards*, Oct 04

DoD 7000.14-R V7A, PTA, *DoD Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures – Active Duty and Reserve Pay*, Feb 02

**Departmental Publications**

AFPD 10-6, *Capability-Based Planning & Requirements Development*, 31 May 06  
AFPD 10-8, *Homeland Defense and Civil Support*, 7 Sep 06  
AFI 10-201, *Status of Resources and Training Systems (SORTS)*, 13 Apr 06  
AFI 10-210, *Prime Base Engineer Emergency Force (BEEF) Program*, 24 Jul 06  
AFI 10-801, *Assistance to Civil Law Enforcement Agencies*, 15 Apr 94  
AFI 10-802, *Military Support to Civil Authorities*, 19 Apr 02  
AFI 10-2501, *Emergency Management (EM) Planning and Operations*, 24 Jan 07  
AFI 13-212, *Range Planning and Operations, Volume 1*, 7 Aug 01  
AFCAT 21-209, Air Force Catalog (AFCAT) 21-209, *Demolition Munitions, Volume 2*, 11 Jan 05  
AFMAN 23-110, *USAF Supply Manual*, 1 Apr 07  
AFI 25-210, *Support Agreement Procedures*, 1 May 05  
AFI 31-501, *Personnel Security Program Management*, 27 Jan 05  
AFPD 32-30, *Explosive Ordnance Disposal*, 8 May 06  
(Added-AFDW) AFI 32-3001 (<http://www.e-publishing.af.mil/shared/media/epubs/AFI32-3001.pdf>), *Explosive Ordnance Disposal (EOD) Program*  
AFJI 32-3002, *Interservice Responsibilities for Explosive Ordnance Disposal*, 14 Feb 92  
AFI 33-118, *Electromagnetic Spectrum Management*, 18 Jul 05  
AFMAN 33-120, *Electromagnetic Spectrum Management*, 19 Sep 06  
AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, 7 Mar 06  
AFI 36-2225, *Security Forces Training and Standardization Evaluation Programs*, 2 May 02  
AFI 36-3014, *Clothing Allowance for Air Force Personnel*, 1 Sep 98  
AFMAN 37-123, *Management of Records*, 13 Aug 94  
AFMAN 91-201, *Air Force Explosives Safety Standards*, 18 Aug 01  
AFI 91-202, *USAF Mishap Prevention Program*, 1 Aug 98

### **Technical Orders**

00-5-1, *AF Technical Order System (ATOS)*, 15 Oct 06  
TO 11N-1-1, *Joint Nuclear Weapons Publications System Operating Procedures, Specifications, and Standards*, 1 Jan 07  
TO 60A-1-1-7, *Field Evaluation and Intelligence*, 23 Mar 99  
TO 60N-60-1, *EOD Procedures, General Information Applicable to Nuclear Weapons*, 24 Jul 06  
TO 60N-60-6, *EOD Procedures, RSP for Nuclear Weapons*, 10 Mar 04

### **Miscellaneous Publications**

*Air Force Records Information Management System (AFRIMS), 13 Apr 07*

*Chairman, Joint Chief of Staff Manual (CJCSM) 3212.02B, Performing Electronic Attack in the United States and Canada for Tests, Training, and Exercises, 15 Oct 03*

*Hazardous Devices and Countermeasures Manual, Dec 03*

*Joint IED Defeat Office (JIEDDO) Director's Policy Letter #10, Submission of DD Form 1494, Application for Equipment Frequency Allocation, 16 Oct 06*

*OPNAVINST 5513.3B-24.2, EOD Non-nuclear Security Classification Guide, 4 Nov 97*

*HQ AFCESA Range Clearance Concept of Operation (CONOP), 5 Jul 07*

*HQ AFCESA Mortuary Support CONOP, 9 Jan 06*

*USAF War Mobilization Plan, Volume I, (WMP-1), Annex S, Appendix 9, 1 Feb 07*

### **ABBREVIATIONS AND ACRONYMS**

**ABCA**—American, British, Canadian, Australian Agreement

**ACC**—Air Combat Command

**ACES**—Automated Civil engineer System

**ACES-EOD**—ACES Explosive Ordnance Disposal Module

**AEF**—Aerospace Expeditionary Forces

**AETC**—Air Education & Training Command

**AFCAT**—Air Force Catalog

**AFCEE**—Air Force Center for Environmental Excellence

**AFCESA**—Air Force Civil Engineer Support Agency

**(Added-AFDW) AFDW**—Air Force District of Washington

**AFI**—Air Force Instruction

**AFIMS**—Air Force Incident Management System

**AFJI**—Air Force Joint Instruction

**AFMC**—Air Force Materiel Command

**AFMS**—Air Force Manpower Standard

**AFOSH**—Air Force Occupational Safety and Health

**AFPD**—Air Force Policy Document

**AFRC**—Air Force Reserve Command

**AFSC**—Air Force Specialty Code

**AFSOC**—Air Force Special Operations Command

**AFSPC**—Air Force Space Command

**AFWUS**—Air Force World-wide UTC Summary



**ALARA**—As Low As Reasonably Possible

**AMC**—Air Mobility Command

**ANG**—Air National Guard

**AOR**—Area of Responsibility

**ARC**—Air Reserve Component

**ARSS**—Armament Support Squadron

**ART**—Aerospace Expeditionary Forces Reporting Tool

**ASC**—Aeronautical Systems Center

**AT**—Anti-Terrorism

**ATFAENRB**—Alcohol, Tobacco, Firearms, Arson, and Explosive National Repository Branch

**BEEF**—Base Engineer Emergency Force

**BLM**—Bureau of Land Management

**BSERV**—Base Support Emergency Response Vehicle

**CAF**—Combat Air Forces

**CBRNE**—Chemical, Biological, Radiological, Nuclear, and High Yield Explosives

**CDD**—Capability Development Document

**CDC**—Career Development Course

**CE**—Civil Engineer

**CFETP**—Career Field Education and Training Plan

**CFM**—Career Field Manager

**CFR**—Code of Federal Regulations

**CNWDI**—Critical Nuclear Weapons Design Information

**CONOP**—Concept of Operation

**CONUS**—Continental United States

**CoP**—Community of Practice

**CPD**—Capability Production Document

**CREW**—Counter Radio-Controlled Improvised Explosive Device Electronic Warfare

**DDESB**—Department of Defense Explosives Safety Board

**DOC**—Designed Operational Capability.

**DoD**—Department of Defense

**DOE**—Department of Energy

**DOS**—Department of State

**DOT**—Department of Transportation  
**DTRA**—Defense Threat Reduction Agency  
**DUSD(ES)**—Deputy Under Secretary of Defense for Environmental Security  
**EM**—Emergency Management  
**EMT**—Emergency Medical Technician  
**EO**—Explosive Ordnance  
**EOD**—Explosive Ordnance Disposal  
**EODIMS**—EOD Incident Management System  
**EODP**—Explosive Ordnance Disposal Panel  
**EOR**—Explosive Ordnance Reconnaissance  
**EPA**—Environmental Protection Agency  
**ESL**—Equipment Supply Listing  
**ESTCP**— Environmental Security Technology Certification Program  
**FBI**—Federal Bureau of Investigation  
**FBI BDC**— FBI Bomb Data Center  
**FOUO**—For Official Use Only  
**FOM**—Facility Operations Model  
**FP**—Force Protection  
**HAZCOM**—Hazard Communication  
**HDCM**—Hazardous Device Counter-measures Manual  
**(Added-AFDW) HQ AFDW A4/7XD**—AFDW Explosive Ordnance Disposal Branch  
**ICD**— Initial Capabilities Document  
**IED**—Improvised Explosive Device  
**IGESP**—In-Garrison Expeditionary Support Plans  
**ILS**—Integrated Logistics Support  
**IMT**—Information Management Tool  
**IND**—Improvised Nuclear Device  
**IOT&E**—Initial Operational Testing & Evaluation  
**ITR**—Individual Training Record  
**ITRO**—Interservice Training Review Organization  
**JCMEC**—Joint Captured Material Exploitation Center  
**JDIGS**—Joint Digital Information Gathering System

**JIEDDO**—Joint IED Defeat Organization

**JULLS**—Joint Universal Lessons Learned System

**LL**—Lessons Learned

**LRWG**—Large Range Working Group

**MAJCOM**—Major Command

**MAP**—Mission Area Plan

**MISCAP**—Mission Capability Statement

**MRIP**—Munitions Rule Implementation Policy

**MTAB**—Military Technical Acceptance Board

**MTTP**—Multi-service Tactics, Training, and Procedures

**NAIC**—National Air Intelligence Center

**NAVSCOLEOD**—Naval School of Explosive Ordnance Disposal

**NAVEODTECDIV**—Naval Explosive Ordnance Disposal Technology Division

**NIPRNET**—Non-Secure Internet Protocol Router Network

**NNMSB**—Non-Nuclear Munitions Safety Board

**OOB**—Ordnance Order of Battle

**OSD**—Office Secretary of Defense

**OSI**—Office of Special Investigation

**PACAF**—Pacific Air Force

**PCS**—Permanent Change of Station

**PPBE**—Planning, Programming, Budgeting and Execution

**PRP**—Personnel Reliability Program

**QA**—Quality Assurance

**RCIED**—Radio-Controlled Improvised Explosive Device

**RCRA**—Resource Conservation Recovery Act

**RDA**—Research, Development and Acquisition

**RDS**—Records Disposition Schedule

**RRF**—Regional Response Force

**RSP**—Render Safe Procedures

**SERDP**—Strategic Environmental Research and Development Program

**SFES**—Silver Flag Exercise Site

**SFG**—Security Force Group

**SIPRNET**—Secure Internet Protocol Router Network

**SORTS**—Status of Resources and Training System

**SPO**—System Program Office

**SRF**—Service Response Force

**SSBI**—Single Scope Background Investigation

**STP**—Standard Training Package

**TEU**—Technical Escort Unit

**TFA**—Total Force Assessment

**TO**—Technical Order

**TODA**—Technical Order Distribution Account

**TODO**—Technical Order Distribution Office

**TPFDD**—Time-Phased Force and Deployment Data

**TTAB**—Technical Training Acceptance Board

**USAFE**—United States Air Force Europe

**USAEODVIPPSA**—United States Army Explosive Ordnance Disposal Very Important Persons Protection Support Activity

**USCENTAF**—United States Central Air Forces

**USSS**—United States Secret Service

**UTC**—Unit Type Code

**UXO**—Unexploded Explosive Ordnance

**UXOCOE**—UXO Center of Excellence

**VIPPSA**—Very Important Person Protective Support Activity

**WMD**—Weapons of Mass Destruction

**WMP**—War Mobilization Plan

### ***TERMS***

**Area Control Center**—A U.S. Army EOD Control Center providing operational control, planning, and administrative service for an assigned geographical areas.

**Counter Radio—Controlled Improvised Explosive Device Electronic Warfare (CREW):** Systems using the electromagnetic spectrum to prevent or inhibit the intended operation of a radio-controlled improvised explosive device (RCIED)

**Department of Defense (DoD) EOD Program Board**—A board with a representative from each military department that advises the Executive Manager in EOD technology and training matters. The Executive Manager is a U.S. Navy Flag Officer appointed by the Secretary of the Navy to manage EOD joint technology and training common to two or more services.

**Explosive Ordnance (EO)**—All munitions containing explosives, nuclear fission or fusion materials, and biological and chemical agents. This includes bombs and warheads; guided and ballistic missiles; artillery, mortar, rocket and small arms ammunition; all mines, torpedoes, and depth charges; demolition charges; pyrotechnics; clusters and dispensers; cartridge and propellant actuated devices; electro-explosive devices; clandestine and improvised explosive devices; and all similar or related items or components explosive in nature.

**Explosive Ordnance Disposal (EOD)**—The detection, identification, on-site evaluation, rendering safe, recovery, and final disposal of UXO or other hazardous explosive devices, including damaged or deteriorating munitions and explosives.

**EOD Incident**— The suspected or detected presence of UXO, a damaged or discarded military munition, an improvised explosive devices (IED), or a chemical-biological-radiological-nuclear and high-yield explosives that constitutes a hazard to friendly operations, installations, personnel, or material. Not included are the accidental arming or other conditions that develop during the manufacture of high explosive or nuclear material, technical service assembly operations, or the laying of mines and demolition charges. (**Note:** Such situations will be neutralized by qualified personnel of the organization performing the manufacturing, assembling, or placement of mines and demolition charges: however, such organization may request assistance from EOD units.)

**EOD Personnel**—Military personnel who have graduated from the Naval School, Explosive Ordnance Disposal; are assigned to a military unit with a Service-defined EOD mission; and meet Service and assigned unit requirements to perform EOD duties.

**EOD Procedures**—Those particular courses or modes of action taken by an EOD Team for access to, diagnosis, render-safe, recovery, and final disposal of explosive ordnance or any hazardous material associated with an EOD incident. EOD procedures involving the movement or other disturbance of hazardous devices and explosives are never performed by less than two trained and qualified individuals.

**EOD Access Procedures**—Actions taken to locate exactly and gain access to unexploded explosive ordnance.

**EOD Diagnostic Procedures**—Actions taken to identify and evaluate unexploded explosive ordnance and to submit EOD technical intelligence reports.

**EOD Render Safe Procedures (RSP)**—Actions taken involving the application of special EOD methods and tools to provide for the interruption of functions or separation of essential components of unexploded explosive ordnance to prevent an unacceptable detonation.

**EOD Recovery Procedures**—Actions taken to remove unexploded explosive ordnance.

**EOD Final Disposal Procedures**—The final destruction of explosive ordnance, which may include demolition or burning in place, removal to a disposal area, or other appropriate means.

**EOD Team**—The standard Air Force EOD Team is comprised of at least three EOD-qualified personnel one of which has been awarded a 7-skill level or higher. These parameters may be adjusted to a minimum of two EOD-qualified personnel one of which is an E-5 that has been awarded a 5-skill level, when the mission is defined by EOD-coordinated instructions (local stand-by duties, exercise support, testing support, etc), or using Commander ORM determination during periods of critical manning and other unique circumstances to meet mission requirements. An EOD team is not complete without special training, publications, and specialized equipment

to perform EOD related procedures. **Note:** One EOD-qualified 7-level may be used in situations requiring reconnaissance, assessment, and evaluation as long as EOD Render Safe Procedures (RSP), recovery, or disposal procedures are not attempted and ordnance/explosives are not moved or otherwise disturbed.

**Explosive Ordnance Reconnaissance (EOR)**—The investigation, detection, location, marking, initial identification and reporting of suspected UXO, by EOR-trained personnel, in order to determine further action.

**EOD Tools and Equipment**—Tools and equipment specifically designed for use by qualified EOD personnel to perform EOD procedures.

**Explosives or Munitions Emergency Response**—All immediate response activities by an explosives and munitions emergency response specialist to control, mitigate, or eliminate the actual or potential threat encountered during an explosives or munitions emergency. An explosives or munitions emergency response may include in-place render-safe procedures, treatment or destruction of the explosives or munitions, and/or transporting those items to another location to be rendered safe, treated, or destroyed. Any reasonable delay in the completion of an explosives or munitions emergency response caused by a necessary, unforeseen, or uncontrollable circumstance will not terminate the explosives or munitions emergency. Explosives and munitions emergency responses can occur on either public or private lands.

**Improvised Explosive Device (IED)**—A device placed or fabricated in an improvised manner incorporating destructive, lethal, noxious, pyrotechnic or incendiary chemicals, designed to destroy, disfigure, distract or harass. It may incorporate military munitions, but are normally devised from non-military components.

**Improvised Nuclear Device (IND)**—A device incorporating radioactive materials designed to result in the dispersal of radioactive material or in the formation of nuclear-yield reaction. Such devices may be fabricated in a completely improvised manner or may be an improvised modification to a US or foreign nuclear weapon.

**Military Technical Acceptance Board (MTAB)**—A board composed of senior EOD Service detachment officers at the Naval EOD Technology Center (NAVEODTECHCEN) who approve tools, equipment, techniques, procedures, and publications for EOD use.

**Physical Possession**—The Service with custody of the EO at the time of an EOD incident. Physical possession ceases when the EO is intentionally launched, placed, fired, or released.

**Radio—Controlled Improvised Explosive Device (RCIED):** Any IED whose arming or functioning incorporates or includes the use of a radio transmitter or receiver.

**Technical Training Acceptance Board (TTAB)**—A board composed of senior EOD Service detachment officers at the Naval School EOD (NAVSCOLEOD) who coordinate, approve, and standardize all EOD common-type training (EOD training required by two or more Services for normal EOD operations) under the purview of the EM.

**Unexploded Explosive Ordnance (UXO)**—Explosive ordnance which has been primed, fuzed, armed, or otherwise prepared for action, and which has been fired, dropped, launched, projected or placed in such a manner as to constitute a hazard to operations, installations, personnel, or materiel and remain unexploded by malfunction or design, or for any other cause.



**ATTACHMENT 2****MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN {INSERT BASE NAME}  
AIR FORCE BASE AND {INSERT STATE DEPARTMENT OF ENVIRONMENTAL  
QUALITY TITLE}**

**Parties:** The parties to this MOU are {INSERT BASE NAME} Air Force Base a Department of Defense (DoD) military organization located at {INSERT BASE NAME}, {INSERT STATE} and the {INSERT STATE DEPARTMENT OF ENVIRONMENTAL QUALITY TITLE}.

**Background:**

DoD Component military organizations have personnel specially trained to handle all types of explosives, including improvised explosive devices. Other Federal agencies request assistance from DoD Component Commander in emergencies involving explosives. These situations call for immediate action to abate the safety threat by treatment in place or removal to a safe location for treatment.

U.S. EPA's Military Munitions Rule (MR) (62 FR 6622, Feb. 12, 1997) makes it clear that EOD personnel engaged in an explosives or munitions emergency response are exempt from the generator, transporter, treatment, storage, and disposal unit requirements of the Solid Waste Disposal Act (42 USC Sec 6901, et seq.). The standards the MR established govern this MOU, whether the Federal or state government is administering the MR or the Solid Waste Act, in whole or part.

Except for providing temporary storage or treatment of explosives to provide emergency life saving assistance to civilian authorities or to assist law enforcement agencies per established agreements between DOD and the Federal agency concerned, the DOD is prohibited by law (10 USC 2692) from using DOD installations for the storage or treatment of non-DOD owned hazardous materials.

**Purpose:** This MOU, which addresses the roles and responsibilities of all parties regarding notification responsibilities during emergency response operations, is intended to:

- Minimize the risk to public safety from the DoD Component EOD operations.

- Maximize the efficiency, safety, and speed of any explosives treatment or retrieval operation.

- Establish a framework for mutual assistance and consultation among the parties with respect to Component EOD explosives or munitions emergency response operations

**Scope:** This MOU applies to DoD Component EOD explosives or munitions response operations.

**Definitions:**

**Explosives or Munitions Emergency.** A situation, which involves the suspected or detected presence of unexploded ordnance (UXO), damaged or deteriorated explosives or munitions, improvised explosive device (IED) post rendered-safe hazardous components, other potentially explosive material or devices, or other potentially harmful military munitions or devices, that creates an actual or potential imminent threat to human health, to include public safety, or the environment, to include property, as determined by an EOD specialist. The EOD specialist may determine that such situations require immediate and expeditious action to control, mitigate, or eliminate the threat.

**Explosives or Munitions Emergency Response.** All immediate response activities by an EOD response specialist to control, mitigate, or eliminate the actual or potential threat encountered



during an explosive or munitions emergency. An explosives or munitions emergency response may include in-place render safe procedures, treatment or destruction of the explosives or munitions or the transport of the items to another location to be rendered safe, treated, or destroyed. Any reasonable delay in the completion of an explosives or munitions emergency response caused by a necessary, unforeseen, or uncontrollable circumstance does not terminate the explosives or munitions emergency response. Explosives or munitions emergency response can occur on either private or public lands and are not limited to responses to RCRA facilities. There are two types of explosives or munitions emergency responses:

Level 1 Response. Immediate response to situations where explosives or munitions are not properly secured or under military control if military munitions and thus threaten or potentially threaten human health and safety, the environment, or property. When extenuating circumstances exist, e.g., adverse weather, nightfall, or safety considerations, delay actions necessary to terminate an explosives or munitions emergency, the response will be delayed until the necessary action(s) can be accomplished. EOD or Technical Escort Unit (TEU) personnel must ensure explosives or munitions are in a safe and secure environment.

Level 2 Response. Response actions to situations involving explosives or munitions which pose an imminent and substantial danger to human health and safety, the environment, or property, but for which response actions may be temporarily delayed without compromising safety or increasing risk. When EOD or TEU support is not required during a Level 2 response, qualified personnel, such as weapons officers, ammunition handlers, and trained and certified DoD contractors may conduct Level 2 responses, or as directed. In such cases, time may allow for an emergency permit to be obtained. The parties acknowledge that explosives or munitions emergencies present unique facts and circumstances and must therefore be evaluated case-by-case. In the absence of full and complete information, which frequently occurs when notice of an explosive or munitions emergency is received and first responded to, emergency response specialists, based on their knowledge, training, and experience, must use their best judgment in assessing risk. It is therefore to be expected that as the response to an

explosive or munitions emergency progresses, a Level 1 response may become a Level 2 response and vice versa.

**Explosive or Munitions Emergency Response Specialist.** Personnel trained in the identification, handling, treatment, transport, and destruction of explosives or chemical and conventional munitions. Explosives or munitions emergency response specialists include DoD EOD personnel who are trained to respond to emergency situations involving military munitions and explosives; DoD Technical Escort Unit (TEU) personnel who are trained to respond to chemical munitions emergencies; and DOE, National Guard, and Coast Guard specialists who are trained to respond to chemical munitions emergencies. EOD and TEU personnel respond to on-installation and off-installation incidents involving military munitions. They also respond to request by other Federal agencies or local civil authorities for assistance with incidents involving non-military explosives with component commander approval. DoD certified civilian or contractor personnel; and other Federal, State, or local government, or civilian personnel similarly trained in explosives or munitions emergency responses are also included.

**Military Munitions.** Per Title 40, Code of Federal Regulations, Part 260.10, *Hazardous Waste Management System, General*, Sub Part B, *Definitions*; all ammunition products and components produced or used by or for DoD or the U.S. Armed Services for national defense and security, including military munitions under the control of the Department of Defense, the U.S. Coast Guard, the U.S. Department of Energy, and National Guard personnel. The term military munitions:

Includes: Confined gaseous, liquid, and solid propellants, explosives, pyrotechnics, chemical and riot control agents, smokes, and incendiaries used by DoD Components, including bulk explosives and chemical warfare agents, chemical munitions, rockets, guided and ballistic missiles, bombs, warheads, mortar rounds, artillery ammunition, small arms ammunition, grenades, mines, torpedoes, depth charges, cluster munitions and dispensers, demolition charges, and devices and any components of such.

Does not include: wholly inert items, improvised explosive devices, and nuclear weapons, devices, and components of such.

However, it does include non-nuclear components of nuclear devices, managed under DOE's nuclear weapons program after all required sanitization operations under the Atomic Energy Act of 1954, as amended, have been completed.

A DoD military emergency response in the public sector is a response to an event that occurs outside of a military installation.

#### **Roles and Responsibilities:**

DoD Component Commander (Installation Commander) is responsible for:

Approving emergency response by military personnel to civil authorities.

Ensuring consideration is given to military readiness before granting support to civil authorities by military personnel.

Providing, consistent with the military EOD organization's training and military mission requirements, explosives or munitions emergency response or EOD technical support to other Federal agencies and civil authorities, as requested.

Ensuring compliance with the provisions of 10 USC §2692, which prohibits bringing non-DoD owned hazardous materials onto DoD installations, except under certain circumstances.

Providing a telephone point of contact for the explosives or munitions emergency response or EOD technical support to civil authorities.

Providing information relating to the emergency response necessary for civil authorities to complete post-incident reports, conduct investigations, and other requirements.

Ensuring incident information for civil authority incident reports supporting litigation, are released in compliance with national security, and Freedom of Information Act requirements.

Ensuring military emergency responders provide the environmental flight a point of contact and the following information for requesting a temporary emergency permit:

Type of military munitions (hazardous waste) involved, to the extent known.

Manner and location of proposed disposal, treatment, or storage.

(c ) Manner in which military munitions or explosive will be transported to another site, if required.

Ensure explosive or munitions emergency response records are kept for at least three (3) years identifying the dates of the response, the responsible persons responding, the type and description of material addressed, and its disposition.

Ensuring all civil authority requests for emergency response to explosive incidents other than military munitions are followed-up in writing.

DoD Component Environmental Flight organization is responsible for:

Consulting with the Environmental Regulatory Authorities' point of contact to request a temporary emergency permit that allows a response that is not in compliance with normal RCRA requirements.

Shall provide Environmental Regulatory Authorities with the following data:

Type of military munitions (hazardous waste) involved, to the extent known.

Manner and location of proposed disposal, treatment, or storage.

(c ) Manner in which military munitions or explosive will be transported to another site, if required.

Agencies Requesting Assistance are responsible for:

Contacting the appropriate environmental regulatory authority, upon identification of an emergency, regarding emergency notification requirements.

Contacting the DoD Component Commander (nearest military installation commander) for emergency response to discovered military munitions.

Requesting EOD emergency response support for explosive incidents other-than military munitions from the DoD Component Commander.

Providing support and security to the site as requested by the responding DoD unit.

Requesting an emergency permit when a response involving non-military munitions or explosives requires a permit.

Ensure site and residual contamination remediation at the emergency response site, if the object of the emergency response is a non-military explosive or munitions. (**Note:** The DoD EOD or TEU organization responding to an explosives or munitions emergency or providing a donor explosive used to destroy the object is not, under any condition or circumstances, responsible for remediation actions. If the objective of the emergency response is a military munition, then DoD, the military service, or other Federal agency (e.g., DOE) retains responsibility for any remediation of residual contamination.)

Requesting incident information from the installation commander regarding responding EOD organization, as necessary to complete the required reports.

Completing reports and notifications required by the environmental regulatory authority.

Environmental Regulatory Authorities:

Provide a telephone point of contact for emergency response calls.

Upon request, issue temporary emergency permit based on Section {INSERT STATE CODE SECTION}, Emergency Permits of the {INSERT STATE DEPARTMENT OF ENVIRONMENTAL QUALITY TITLE} Environmental Regulatory Code.

Assist in expediting issuance of written temporary emergency permit that may be required within five (5) business days.

**Funding/Reimbursement:** In accordance with Air Force Instruction 10-802, *Military Support to Civil Authorities*, and DOD Directive 3025.1, *Military Support to Civil Authorities*, DOD components ordinarily provide DOD resources in response to civil emergencies on a cost reimbursable basis. Requests for reimbursement may be requested but will not prevent response if incident involves MMR or falls under the immediate response guidelines provided in AFI 10-802 or DOD Directive 3025.1.

8. Military forces employed during a response to support civil authorities shall remain under the military command and control of the DOD Component Commander (or designee) at all times, but will operate in accordance with National Incident Management System procedures.

9. Duration/Amendment/Withdrawal. This MOU will remain in effect until amended or terminated by mutual agreement of the parties. Any party may withdraw from the MOU upon 60-days written notice to the other parties. (The signatories below represent the Agency involved; therefore, re-negotiation and signature upon change of a signatory is not required.);

\_\_\_\_\_  
DATE \_\_\_\_\_

{INSERT DIRECTOR OF YOUR STATES DEPARTMENT OF ENVIRONMENTAL  
QUALITY TITLE}

\_\_\_\_\_  
DATE \_\_\_\_\_

{INSERT DIRECTOR OF YOUR STATES EMERGENCY MANAGEMENT AGENCY  
TITLE}

\_\_\_\_\_  
DATE \_\_\_\_\_

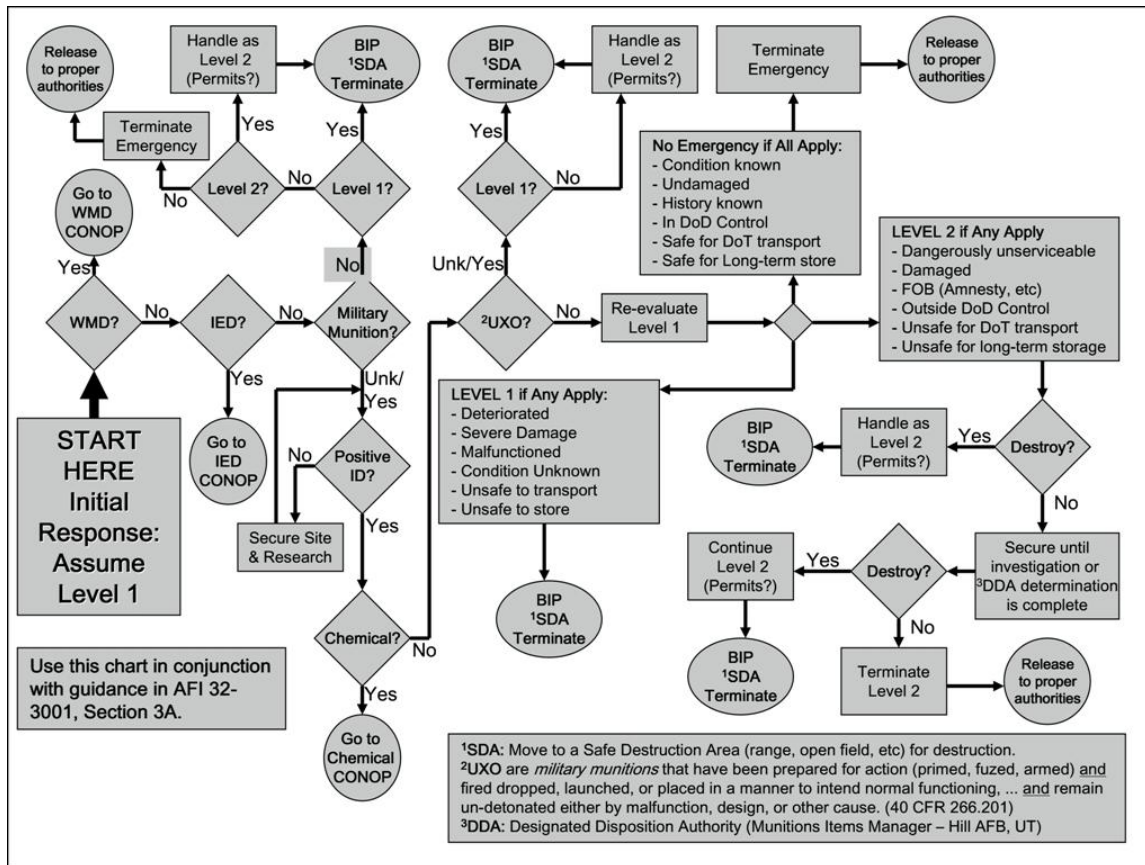
{INSERT YOUR LOCAL LAW ENFORCEMENT AGENCY TITLE}  
FOR THE MILITARY SERVICE:

\_\_\_\_\_  
DATE \_\_\_\_\_

{INSERT YOUR INSTALLATION COMMANDERS TITLE}

## ATTACHMENT 3

## EOD EMERGENCY RESPONSE GUIDANCE 106



**ATTACHMENT 4****SPACE REQUIREMENTS FOR THE EOD FACILITY****Functions Net Area m2 sqft**

Flight Chief Office 14 150  
Flight Superintendent Office 14 150  
EOD Staff Workspaces\* 4 50  
Training Room\*\* 42 450  
EOD Operation Control Center 20 225  
Physical Fitness Room 23 250  
Classified Storage Area 14 150  
Maintenance and Secure Storage Area 176 1,900  
Industrial Storage Area/Hazmat Pharmacy 14 150  
Mobility Professional Gear Storage Area\*\*\* 112 1,200  
BSERV Storage 25 270  
ARTS platform 18 200  
Primary Weapon Vault/storage 14 150  
Laundry 7 75  
Restrooms/Shower 28 300  
Janitor Closet 2 25  
Mechanical Room 28 300

\* Per authorized position on AFMS/CBMD

\*\* Per 10 personnel assigned.

\*\*\* Per UTC assigned.